

Polytechnic Institute of Setubal

Call for Applications

Applications are invited for a qualification-based competition for the position of Professor Adjunto

- 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 of the President of IPS of **26-11-2014**, 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 professor adjunto level, in the area of Nursing**, and is covered by a public sector employment contract of indeterminate duration.
- 2. Location** – the location is the Polytechnic Institute of Setubal - School of Health, situated on Setubal (Instituto Politécnico de Setúbal - Escola Superior de Saúde).
- 3. Number of posts to be filled** - 2
- 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 July, altered in the Decreto-Lei nº 207/2009, of 31 August, and in the Lei nº 7/2010, of 13 de May (ECPDESP).
- 5. Job description** – The professor adjunto 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 area of Nursing, or in an area linked to.
- 7. Validity of the competition**
 - 7.1.** The competition is valid only for the position referred to above and ceases when the post has been filled or if applications are insufficient.

7.2. 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 (ou Divisão de Recursos Humanos), 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 include all of the following:

- a) Simple photocopies of the documents which prove that the candidate meets the requirements outlined in subsection b) of section 6 of this Call for Applications;
- b) Simple photocopies of 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) Seven copies, supplied in digital format (*cd/dvd/pendrive*), of the following documents:
 - i. detailed *curriculum vitae*;
 - ii. works referred to in the *curriculum vitae*;
 - iii. Form B fully completed, setting out the location of the curricular elements in the application.

8.3. Candidates who are holders of non-Portuguese degrees must certify the recognition, equivalence or registration of their degree under the applicable national legislation.

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.

9. Criteria for selection and ordering of candidates

9.1. Technical-Scientific and Professional Performance [40%]

- a) Scientific production and diffusion
 - i. Scientific publications;
 - ii. Communications and conferences;
 - iii. Posters presentations;
 - iv. Promotion activities of science and technology.
- b) Guidance academic work
 - i. Guidance monographs/final project course;
 - ii. Dissertation/internship report/master's project guidance;
 - iii. Dissertation/ internship report/ master's project coorientation;
 - iv. Orientation/coorientation of doctoral students.
- c) technical and scientific arbitration
 - i. Participation in jury of scientific evidence and assigning evidence of specialization;
 - ii. Participation in assessment jury of equivalences and accreditation of skills;
 - iii. Review of scientific publications;
 - iv. Participation in committees as an expert;
 - v. Participation in technical and scientific events committees;
 - vi. Participation in magazine editorial board.
- d) I&D activities
 - i. Coordination, leadership and promotion of research activity;
 - ii. Participation in research or development projects;
 - iii. Member of unit / research center.
- e) Professional experience relevant to the subject area in contest
 - i. Clinical experience

9.2. Teaching skills [45%]

- a) Teaching activity and teaching performance;
 - i. Taught courses and methods of the classes in the various courses of study;
 - ii. Teaching-learning and evaluation methodologies used and evaluated;

- iii. Teaching evaluation taught in higher education institutions and in the area;
 - iv. Responsibility of taught courses;
 - v. Supervision and guidance of clinical training and internships;
 - vi. Student projects guidance on clinical context.
- b)** Experience in the production of teaching materials and implementation of innovative techniques and practical methods to support education;
- i. Planning and construction of teaching materials;
 - ii. Development of pedagogical innovation activities;
 - iii. Coordination and participation in educational projects.
- c)** Training / educational update
- i. Recovery activities in the pedagogical area;
 - ii. Participation in events / educational activities.

9.3. Other relevant activities to the mission of the IPS [15%]

- a)** Community outreach activities
- i. Participation / dynamic partnerships with organizations with the objective of knowledge transfer;
 - ii. Consulting activity and services;
 - iii. Participation in international projects, education and training missions.
- b)** Participation at institutions structure and management activities of higher education
- i. Participation in management bodies;
 - ii. Participation in other management structures;
 - iii. Participation in juries and working groups;
 - iv. Evaluation activities, particularly in the context of examinations and competitions.

9.4. The weighting associated with the selection criteria and ranking are listed in the attached table.

10. Evaluation and selection:

10.1. Each jury member will assess each criterion for each candidate on a scale of 0 to 100.

- 10.2.** The final grade is calculated considering the score of each criterion which, in turn, will be multiplied by the weight that it is factored into the calculation of the final score, which is expressed in the 0-100 scale, as indicated in the evaluation grid.
 - 10.3.** The jury will use the methodology by an absolute majority vote for final ranking of candidates.
 - 10.4.** Candidates who obtain a final classification equal to or above 50 points will be considered to be approved in absolute merit.
 - 10.5.** For the purposes of voting of candidates approved in absolute merit, each member of the jury will use the resulting sort of application of evaluation criteria, as indicated in the evaluation grid.
- 11.** The minutes of the jury will be made available to applicants on request.
 - 12.** The documentation submitted by applicants who do not request their return within one year after the termination of the contest will be destroyed.
 - 13.** False declarations are punishable under the law.
 - 14.** The composition of the jury is as follows:

President

Maria Helena de Figueiredo Ramos Caria, Coordinator Professor at School of Health of Polytechnic Institute of Setúbal.

Other members

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

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

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

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

Maria do Céu Mendes Pinto Marques, Coordinator Professor at School of Nursing S. João de Deus at University of Évora.

15. The designation of Professor **Maria Helena de Figueiredo Ramos Caria** as President of the Jury is made under subparagraph a) of paragraph 1 of Article 23 of ECPDESP.
16. 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.
17. **The present notice is published in the following:**
- a) 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 the tabs: Serviços Centrais / DRH-Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais, in Portuguese and English.

Setúbal, January 20, 2015

The President

Prof. Doutor Pedro Dominginhos

Attached

Weighing	Dimensions	Criteria	Maximum score	
40%	Technical- Scientific and Professional Performance	a) Scientific production and diffusion [15]		
		i. Scientific publications	1 point/each indexed whether to publish in internationally referenced databases (Scopus or Web ISIS)	3
			0,75 point/each publication with review but not indexed	1,5
			0,5 published in national or international congress minutes with or without selection by referes	1
			2 points/book and 1 point for e-book	2
			0,75 chapter in collective work	1,5
		ii. Communications and conferences on international or national conferences with selection by referes or not	0,5 point/each	3
		iii. Poster presentation in national or international conferences with selection by referes or not	0,25 point/each	1
		iv. Science and technology outreach activities	0,25 point/each	2
		b) Guidance academic work [8]		
		i. Guidance monographs/final project course	0,25 point/each	2
		ii. Dissertation/internship report/master's project guidance	0,5 point/each	2
		iii. Dissertation/ internship report/ master's project coorientation	0,25 point/each	2
		iv. Orientation/coorientation of doctoral students.	1 point/each	2
		c) Technical and scientific arbitration [8]		
		i. Participation in jury of scientific evidence and assigning evidence of specialization;	1 point master degree or title of specialist; 2 points Doctor degree	2
		ii. Participation in assessment jury of equivalences and accreditation of skills;	0,5 point participation/school year	2
		iii. Review of scientific publications indexed or not in internationally referenced databases (Scopus or Web ISIS)	0,2 points review article/year	1
		iv. Participation in national or international scientific committees as an expert	0,25 points committee/year or task	1
		v. Participation in technical and scientific events committees	0,25 points participation completed commission	1

Weighing	Dimensions	Criteria		Maximum score
		vi. Participation in the editorial board of the journal indexed or not in internationally referenced databases (Scopus or Web ISIS)	0,5 points/year	1
		d) I&D activities [6]		
		i. Coordination, leadership and promotion of unity in research activity assessed by FCT or not	1 point/coordination project completed	3
		ii. Participation in research and development projects in integrated units / centers evaluated by the FCT or not	0,5 point/each participation	2
		iii. Member unit / research center evaluated by the FCT or not	1 point	1
		e) Professional experience relevant to the subject area in contest [3]		
		i. clinical experience	0,25 points/year	3
				40

Weighing	Dimensions	Criteria		Maximum score
		a) Teaching activity and teaching performance [30]		
			0,2 points TC ≤ 8 ECTS 0,25 points TC > 8 ECTS	5
		i. Taught courses and methods of the classes in the various courses of study	0,02h/lectures	4
			0,02h/Problem-based learning, seminars	3
			0,01h/ classes TP, P and OT	3
			Reasons for the use 0.25 and Evaluation 0.25 each	2
		ii. Teaching-learning and evaluation methodologies used and evaluated		2
		iii. Teaching evaluation taught in higher education institutions and in the area	0,5 inquiry > 4 (good and above)/year/TC	2
		iv. Responsibility of taught courses	0,2 /UC ≤ 8 ECTS 0,5 /UC > 8 ECTS/year	4
		v. Supervision and guidance of clinical training and internships	0,5 each TC of EC/Internship	4
		vi. Student projects guidance on clinical context	0,2/project	3
		b) Experience in the production of teaching materials and implementation of innovative techniques and practical methods to support education [10]		
		i. Planning and construction of teaching materials	1 point/each	3
		ii. Development of pedagogical innovation activities	0.5/ based innovation	3
		iii. Coordination and participation in educational projects	0,5/ including project evaluation	4
		c) Training / educational update [5]		
		i. Recovery activities in the pedagogical area	0,5 point/based activity	2
		ii. Participation in events/educational	0,5 event/activity based and	3

Weighing	Dimensions	Criteria		Maximum score
		activities	evaluated	
				45

Weighing	Dimensions	Criteria		Maximum score
15%	Other relevant activities to the mission of the IPS	a) Community outreach activities [7]		
		i. Participation/dynamic partnerships with organizations with the objective of knowledge transfer	0,5 project with partnerships; 0,25 activities with partners	3
		ii. Consulting activity and services	0,25 advice; 0,2 ≤ 20h service provision; 0.5 PSE > 20h	2
		iii. Participation in international projects, education and training missions	0,5 Participation by project	2
		b) Participation at institutions structure and management activities of higher education [8]		
		i. Participation in management bodies	1 point office and term of office	3
		ii. Participation in other management structures (Direction Department, Course Coordination, discipline / scientific area Coordination)	1 point/year Department of Directors; 1 point/year Coordination Course; 1 point/year management year	3
		iii. Participation in juries and working groups (appointed by organs and in higher education)	0.5 points jury member effective teacher or specialist; 0.5 Workgroup	1
		iv. Evaluation activities, particularly in the context of examinations and competitions.	0,5 point/activity	1