

## **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, 2<sup>nd</sup> 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 Speech Therapy**, 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** - 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 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 Speech Therapy, 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, 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](http://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
- b) Publications;
- c) Orientation/coorientation of theses and dissertations leading to an academic degree;
- d) Participation in jury of academic evidence;
- e) Allegation of theses leading to an academic degree;
- f) I&D projects;
- g) Professional activities relevant to the subject area in contest.

**9.2. Teaching skills [45%]**

- a) Teaching practice and respective evaluation;
- b) Domain in the subject area and taught courses;
- c) Participation in the plan/organization of courses;
- d) Participation in the development of guides, manuals and support materials for teaching activities;
- e) Stages guidance;
- f) Supervision activities in the subject area in contest.

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

- a) Assignment of duties in management bodies;
- b) Participation in working groups;
- c) Participation in international mobility programs;
- d) Project coordination related to the community and relevant to the subject area in competition.

**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.** To sort candidates each jury member votes according to the scores that gave the reasons therefor.

- 10.3.** The The final rating is expressed on a numerical scale of 0 to 100 and is calculated by weighting each parameter with the corresponding weight criterion, which leads to the score, in turn, is used by the weight which it is contained for calculating final score.
- 10.4.** Candidates who obtain a final classification equal to or above 50 points will be considered to be approved in absolute merit.
- 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 Alice Góis Ruivo**, Coordinator Professor, Director at School of Health of Polytechnic Institute of Setúbal.
- Other members**
- Ana Lúcia Alvito dos Santos Furtado de Castro**, Coordinator Professor at School of Health of Polytechnic Institute of Setúbal;
- Isabel Cristina Ramos Peixoto Guimarães**, Coordinator Professor at School of Health of Alcoitão;
- Isabel Maria Rodrigues Amaral Oliveira**, retired Coordinator Professor at School of Health of Polytechnic Institute of Setúbal;
- Luís Miguel Teixeira de Jesus**, Coordinator Professor at School of Health at University of Aveiro;
- Maria Emília Pinto dos Santos**, Associate Professor Invited at Institute of Health Sciences at Portuguese Catholic University.
- 15.** The designation of Professor Maria Alice Góis Ruivo 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 2<sup>nd</sup> series of the Diário da República;
- b) In the Public Employment Exchange, in [www.bep.gov.pt](http://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](http://www.eracareers.pt) in Portuguese and English;
- d) On the IPS website at [www.ips.pt](http://www.ips.pt) in the tabs: Serviços Centrais / DRH-Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais, in Portuguese and English.

Setúbal, April 24, 2015

The President

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Prof. Doutor Pedro Dominginhos

Dimension	Criteria e Subcriteria	weighing	Máx.
Scientific technical and professional performance (40% weighting)	<b>a) Scientific production</b>	<b>15%</b>	<b>5</b>
	Oral presentations at national conferences <b>a)</b>	0,25	1
	Oral presentations at international conferences <b>a)</b>	0,75	2,25
	Jury in communication (poster) at national conferences <b>a)</b>	0,25	0,75
	Jury in communication (poster) at international conferences <b>a)</b>	0,5	1
	<b>b) Publications</b>	<b>15%</b>	<b>14</b>
	Theses	1	1
	Books (editor) <b>a)</b>	0,75	1,5
	Books (author) <b>a)</b>	1	2
	Books chapters <b>a)</b>	0,75	3
	Articles in international magazines with referees <b>a)</b>	0,75	1,5
	Articles in national magazines with referees <b>a)</b>	0,5	2
	Publications at minutes in scientific meetings <b>a)</b>	0,25	1
	Patents <b>a)</b>	0,5	2
	<b>c) Orientation/coorientation of theses and dissertations leading to an academic degree</b>	<b>15%</b>	<b>6</b>
	Papers/Articles/Final work of Degree <b>a)</b>	0,25	2
	Dissertations of master degree <b>a)</b>	0,5	2
Doctoral Theses <b>a)</b>	1	2	

	<b>d) Participation in jury of academic evidence</b>	<b>10%</b>	<b>9</b>
	Papers/Articles/Final work of Degree <b>a)</b>	0,25	2
	Thesis/Project Work/Master's Internship Reports <b>a)</b>	0,5	2
	PhD Projects/Final work of doctoral course <b>a)</b>	0,75	1,5
	Assignment the title of specialist <b>a)</b>	0,75	1,5
	Doctoral Theses <b>a)</b>	1	2
	<b>e) Allegation of theses leading to an academic degree</b>	<b>10%</b>	<b>5</b>
	Thesis/Project Work/Master's Internship Reports <b>a)</b>	0,75	3
	Doctoral Theses <b>a)</b>	1	2
	<b>f) I&amp;D projects</b>	<b>15%</b>	<b>8,5</b>
	Participation in research and development projects (with autonomous financing) as coordinator <b>a)</b>	1	3
	Participation in research and development projects (with autonomous financing) as a team member <b>a)</b>	0,75	3
	Member unit/research center	1	1
	Prizes and awards (including scholarships) <b>a)</b>	0,75	1,5
	<b>g) Professional activities relevant to the subject area in contest</b>	<b>20%</b>	<b>9</b>
	Diverse professional experience in clinical areas of relevance to the courses of Department (undergraduate and masters), rather with periods of 3 to 5 years for context / practice area <b>a)</b>	0,5 for a period of 3-5 years by context/practice area	3
	Member of scientific or editorial committee at professional events or scientific character publications	0,5	2
	Member of the organizing committee of professional or scientific events	0,5	2
	Management or coordination in clinical context (service or team) <b>a)</b>	0,75	1,5
	Management board member professional association (member or president)	0,25 - 0,5	0,5
<b>Teaching skills</b> (45% weighting)	<b>a) Teaching practice and respective evaluation</b>	<b>30%</b>	<b>9</b>
	Taught courses and types of classes in courses (degree of lecturers) at different education and in different institutions of higher education <b>a)</b>	0,25 for 5 ECTS (bachelor) with max. 2,25; 0,5 for 10 ECTS (master) with max. 1,5; 0,5 participation in doctoral course with max. 0,5; 0,25 by different HEI with max. 0,75.	5
	Forming pairs (non-degree lecturer) <b>a)</b>	0,5	1,5
	Training other professionals and/or caregivers (degree of lecturer or not) <b>a)</b>	0,5	1,5
	teaching-learning process evaluation (when available)	0,25 (good or higher)	1
	<b>b) Domain in the subject area and taught courses</b>	<b>20%</b>	<b>3</b>
	Syllabus, teaching and learning methodologies, bibliography (UC program) <b>a)</b>	0,5 (for UC program)	3
	<b>c) Participation in the plan/organization of courses</b>	<b>10%</b>	<b>2,5</b>
	UC responsibility <b>a)</b>	0,25	2
	Participation in the conception and review of curricula of courses of Speech Therapy and related areas <b>a)</b>	0,5	0,5
	<b>d) Participation in the development of guides, manuals and support materials for teaching activities</b>	<b>15%</b>	<b>1</b>
	Planning and construction of teaching materials <b>a)</b>	0,25	1
	<b>e) Stages guidance</b>	<b>15%</b>	<b>5</b>

	Supervision of training in higher education context	0,5	2
	Supervision of training in professional practice context <b>a)</b>	0,5	3
	<b>f) Supervision activities in the subject area in contest</b>	<b>10%</b>	<b>3</b>
	Clinical supervision of pairs (including working groups and interest) <b>a)</b>	0,5	3
<b>Other relevant activities to the mission of the IPS</b> (15% weighting)	<b>a) Assignment of duties in management bodies</b>	<b>25%</b>	<b>1</b>
	Participation in management bodies of higher education institutions	0,5 (for post and mandate)	1
	<b>b) Participation in working groups</b>	<b>25%</b>	<b>2</b>
	Participation in juries and working groups (appointed for management bodies in higher education)	0,5	1
	Participation in other management structures (department coordination and course coordination)	0,5	1
	<b>c) Participation in international mobility programs</b>	<b>25%</b>	<b>4</b>
	Teaching assignments / training as part of mobility programs (Erasmus, Santander or other)	0,75	1,5
	Participation in Intensive International Programs	0,5	1
	Institutional responsibility for mobility programs in the subject area	0,5	0,5
	Monitoring students in international mobility programs incoming and outgoing	0,5	1
	<b>d) Project coordination related to the community and relevant to the subject area in competition</b>	<b>25%</b>	<b>1,5</b>
	Coordination of projects related to community <b>a)</b>	0,75	1,5