

NOTICE

Documentary call for tenders for the recruitment of a position as Adjunct Professor, under a public services employment contract for an undetermined period in the scientific departmental area of Nursing Management.

Considering the existence of Adjunct Professor vacancies for the year of 2021 at the Nursing School of Lisbon, henceforth referred to as ESEL, and under the proposal of the Scientific-Technical Board, approved by deliberation on 26/07/2021, in accordance with terms of the Career Statute of Polytechnic Higher Education Teaching Staff (ECPDESP), approved by Decree-Law no. 185/81, 1 July, amended by Decree-Laws no. 69/88, 3 March, and no. 207/2009, 31 August, and by Law no. 7/2010, 13 May, in conjunction with the Regulations for Tenders for Hiring ESEL Professors, published in Diário da República (Official Gazette) no. 222/2020, 2nd series, 13/11/2020, it is hereby made public that, by Order of 06/10/2021 issued by the President of the Nursing School of Lisbon, Coordinating Professor João Carlos Barreiros dos Santos, duly and previously inscribed in ESEL's Budget allocation, the following is open for a period of 30 working days, counting from the immediate working day after the publication of this notice in Diário da República, the documentary call for tenders for the recruitment of 1 (one) Adjunct Professor, corresponding to one (1) vacancy on ESEL's Staff, under a public service employment contract for an undetermined period of time, in the scientific departmental area of Nursing Management at the Nursing School of Lisbon, under the following terms and conditions:-----

- 1. Period of validity:** The tender is valid only for the filling of the job vacancy mentioned above, being completed with its occupation.-----
- 2. Functional content of the category:** As described in article 2 A and paragraph no. 4 of article 3 of the ECPDESP and in ESEL's Teaching Service Provision Regulations ratified on 20/06/2017.

3. **Place of work:** Nursing School of Lisbon and other places where ESEL develops its activity.

4. **Remuneratory position:** As determined under the terms of article 35, no. 1, of the ECPDESP.

5. **Admission requirements:**-----

5.1 - Under the terms of article 17 of Law no. 35/2014, 20 June, and article 12-E of the ECPDESP, applications may only be submitted by those who, by the deadline for the submission of applications, meet the general requirements set out in these regulations, and:-----

Holders of a doctoral degree or of the title of Nursing specialist (under the terms of article 17 of the ECPDESP, of article 48 of Law no. 62/2007, 10 September, and Decree-Law no. 206/2009, 31 August) and those with academic background in the area of Nursing Management or Management. -----

5.2 - Holders of foreign qualifications must prove the recognition, equivalence, or registration of their doctoral degree, in accordance with the applicable legislation and internal regulations. -----

6. **Formalisation of the application:** -----

6.1. - Applications must be formalised by an application form in Portuguese, dated and signed, addressed to the President of ESEL, containing the candidate's identification, with indication of their full name, date of birth, nationality, civil identification number, address, telephone contacts and email address, academic qualifications and titles and/or professional titles, the identification of the tender to which they are applying and the list of accompanying documents.-----

6.2. - Applications must be submitted on paper and delivered in person at ESEL's Human Resources Division located at Av. Professor Egas Moniz, 1600-190 Lisbon, from 10am to 12pm and from 2pm to 4pm or sent by registered mail with acknowledgement 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 (4pm) of the Human Resources Division of ESEL, located at Av. Professor Egas Moniz, 1600-190 Lisboa, on the last day of the deadline;

6.3.2 - In postal submission, until the last day of the deadline, evidenced by the mail's registration date. -----

6.4 - Application instructions:-----

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

6.4.1.1 - Consented photocopy of the civil identification document; -----

6.4.1.2 - Consented photocopy of the tax identification number (in case the candidate does not have a citizen card); -----

6.4.1.3 - Candidate's declaration under solemn affirmation, in which they assure: -----

a) Not to be inhibited from exercising public functions or prohibited from performing their duties; -----

b) To have completed the vaccination required in the Public Administration; -----

c) To have the physical robustness and psychological profile indispensable to the exercise of the functions for which they are applying. -----

6.4.1.4 - An authenticated copy, or a copy in conformity with the original, of the certificate of academic and professional qualifications or other suitable document legally recognized for the effect, of the diploma of the doctoral degree and/or certificate of the specialist title (in accordance with Decree-Law no. 206/2009 31 August) or, in the case of being the holder of foreign qualifications, an authenticated copy of the recognition, equivalence or registration of the doctoral degree in Portugal, the diploma/certificate of academic training in the field of

- nursing management or management and proof of the professional title of nurse;-----
- 6.4.1.5 - Two paper copies of the *curriculum vitae*, duly dated and signed, and of the documents accompanying the application, and five copies in digital PDF format (USB stick), fully organised, in accordance with the parameters, criteria and sub-criteria for selection and serialisation contained in this notice, which will be published on the institutional site. The USB sticks must contain all the application documents. -----
- 6.4.1.6 - Any other elements that the candidate considers having an influence on the assessment of their merit or that may constitute a reason for legal preference. -----
- 6.5 - The curriculum vitae must be written in Portuguese, and candidates from foreign countries may write it in English. The curriculum structure must fully and obligatorily follow the order of the parameters and items to be assessed as explained in point 7 and contain in an annex the documents validated by the institutional stakeholders. Changing this structure implies that items out of order will not be assessed. -----
- 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 when these are not the original languages. -----
- 6.7 - Whenever deemed necessary, the jury may request the candidates, by email, to present the original supporting documents attached to the curriculum, as well as complementary documentation related to it. -----
- 6.8 - Candidates who provide services to the Nursing School of Lisbon are exempt from presenting the documents contained in their individual files, provided that they are certified. -----
- 6.9 - Failure to present the documents required under the terms of this notice, or presenting them after the deadline, implies the exclusion from the tender. -----
- 6.10 - Failure to present the documents related to the curriculum vitae submitted by the candidate implies the non-assessment of the elements that they were meant to prove. --

6.11 - The presentation of a false document determines the immediate exclusion from the tender and the reporting to the competent entity for purposes of the appropriate proceedings. -----

6.12 - Candidates who do not meet the admission requirements will be preliminarily excluded and will be notified of this intention via email, for the purpose of holding a hearing of the interested parties, under the terms of the Administrative Procedure Code. -----

6.13 - The documents handed in by the candidates shall be returned to them, at their request, three months after the end of the present tender, except in the case where the present tender procedure has been subject to a judicial review, since the return of the requested documents can only occur after the execution of a final judicial judgment. -----

7. Selection and Serialisation: The selection is made by means of a curriculum evaluation. For the purposes of serialisation, the jury established the final evaluation system of the applications on the basis of the following parameters, weightings, and criteria: -----

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P1) Qualifications of the candidate, assessed on the basis of an evaluation of their academic and training background, in particular (maximum 60 points): -----

NOTE: Only training and qualifications already completed and duly certified or titled will be considered in this parameter. The scoring of the items in paragraph a) is mutually exclusive.

a) Academic degree or title of Nursing Specialist under Decree-Law no. 206/2009 31 August (maximum 30 points): -----

- i) Doctoral degree in nursing – 30 points;-----
- ii) Doctoral degree in another area considered relevant to the position applied for and the title of Nursing Specialist under Decree-Law 206/2009 31 August – 25 points;-----
- iii) Master's degree in nursing or in another area considered relevant to the position applied for and the title of Nursing Specialist under Decree-Law 206/2009 31 August – 15 points;-----

iv) Bachelor's degree with the title of Nursing Specialist under Decree-Law 206/2009 31 August – 5 points.-----

b) Specialised and post-graduate training (maximum 30 points):-----

i) Postgraduate Studies in Management:-----

– With or more than 30 ECTS – 30 points;-----

– With less than 30 ECTS – 15 points;-----

ii) Postgraduate studies in nursing, in the area of health, social and human sciences, with at least 6 ECTS - 5 points per course (up to 10 points).-----

NOTE: In postgraduate studies, only courses/training in the referred scientific areas, carried out in higher education institutions, national or international, will be considered.-----

P2) Candidate's technical-scientific and professional performance, evaluated on the basis of the assessment of work and activities relevant to the nursing area, namely, among those selected by the candidate as most representative (maximum 60 points):-----

a) Scientific publications (Maximum 40 points):-----

In this criterion, only unpublished works of a technical-scientific nature in the area of nursing or management, or with relevance to the area of nursing or management, published after 1 January 2010, will be considered.-----

i) Article in a scientific journal or minutes of a scientific meeting:-----

– Publications in journals with impact factor (ISI) and/or indexed (e.g., SJR or JCR) – 3 points each;-----

– Publications in other peer-reviewed journals – 2 points each;-----

– Scientific article published in the minutes of a scientific meeting (minimum 5 pages) – 1 point each;-----

– Abstract published in the minutes of a scientific meeting – 0.5 point each.-----

ii) Book or e-book:-----

- Book in which the candidate is the first author – 3 points each;-----
 - Book in which the candidate is one of the authors – 2 points each;-----
 - Book with an international edition in which the candidate is the first author, 2 additional points; -----
 - Book with an international edition in which the candidate is one of the authors, 1 additional point;-----
 - Editing/coordination of a book or e-book – 2 points each. -----
- iii) Book or e-book chapter: -----
- Chapter in a book in which the candidate is the first author – 2 points each;-----
 - Chapter in a book in which the candidate is one of the authors – 1 point each; -----
 - Chapter in a book with an international edition in which the candidate is the first author, 2 additional points; -----
 - Chapter in a book with a national edition in which the candidate is one of the authors, 1 additional point. -----

NOTE: only books or e-books with an ISBN will be considered. Publications of theses or other works that were the basis for obtaining an academic degree will not be considered. -----

- iv) Reviewer in a scientific journal: -----
- Review of articles for a journal with impact factor (ISI) and/or indexed (e.g., SJR or JCR) – 1 point each; -----
 - Review of articles for other peer-reviewed journals - translation/review of books – 0.5 points each;-----
 - Review of abstracts for a scientific dissemination meeting – 0.25 points each. -----
- v) Participation as a member of the editorial board of a scientific journal: -----
- Journal with impact factor (ISI) and/or indexed – 2.5 points each. -----

b) Science and technology dissemination actions (maximum 10 points): -----

NOTE: In this criterion, actions of a technical-scientific nature in the area of nursing, health, social and human sciences, education, or research, carried out after 1 January 2010 will be considered.

- i) Oral presentations: -----
- Oral presentation by invitation at an international scientific meeting – 2 points each;
 - Oral presentation by invitation at a national scientific meeting – 1 point each; -----
 - Free oral presentation at an international scientific meeting – 0.5 point each; -----
 - Free oral presentation at a national scientific meeting – 0.25 points each; -----
- ii) Poster: -----
- Poster presentation at an international scientific meeting – 0.5 point each; -----
 - Poster presentation at a national scientific meeting – 0.25 points each; -----

NOTE: In this subcriterion, for counting purposes, the poster and its presentation will be considered together and only once. -----

- iii) Moderator/commentator at a conference – 0,5 point each. -----

NOTE: In this subcriterion, only moderator/commentator activities that appear, individually, in the programme of the scientific meeting will be considered. -----

- iv) Conference organisation: -----
- Member of the scientific/organizing committee at an international scientific meeting – 1 point each; -----
 - Member of the scientific/organizing committee at a national scientific meeting – 0.5 points each; -----

c) Research and development projects (maximum 10 points): -----

- i) Member of a research unit – 1 point for each full year. -----

NOTE: In this subcriterion, only research units recognized by FCT (Portuguese national funding agency) or formally constituted in higher education institutions with continued scientific production will be considered. -----

ii) Participation in research and development projects: -----

- Completed or ongoing research and development project, of which the results have been disseminated and are duly documented (for example, through proof of reports already delivered, published articles or presentations at conferences) – 5 points each.
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NOTE: In this subcriterion, only participations as coordinator and/or researcher in research and development projects that are registered in a research unit (recognized by FCT or formally constituted in a higher education institution) or are part of a formal interinstitutional partnership will be considered. Projects carried out within the context of academic journeys scored in the other parameters will not be considered. -----

P3) The candidate's teaching capacity, assessed on the basis of an evaluation of the quality and extent of their previous teaching practice, in particular (maximum 60 points)-----

a) Curricular units taught and the type of classes given, in the different study cycles (maximum 50 points): -----

i) The exercise of teaching functions in a Higher Education Institution (maximum 30 points)

- Teaching experience according to the percentage of FTE's in a Higher Education Institution in the scientific area of nursing – 10 points for each full year; -----
- Teaching experience according to the percentage of FTE's in a Higher Education Institution in other scientific areas – 5 points for each full year.-----

Note: The exercise under a part-time contractual regime determines the application of the respective hiring percentage on the score established for the full-time regime. -----

ii) Supervision or co-supervision of a thesis/dissertation/internship report/project work and dissertation (maximum 20 points): -----

- Supervision/co-supervision completed and approved – 2 points each.-----

iii) Coordination of curricular units (maximum 10 points): – 2 points per coordination; ----

iv) Teaching in non-clinical curricular units (maximum 15 points): – for each CU in which the candidate teaches a minimum of 10 hours – 1.5 points. -----

b) Production of teaching materials and implementation of digital teaching modalities, techniques, methods, and innovative practices to support teaching (maximum 10 points):

i) Produced and utilized didactic materials considered relevant by the jury (maximum 10 points): – 2 points each;

ii) Experience in using the teaching and learning management platform (*e-learning* platform) Blackboard Learn (maximum 5 points): – 5 points; -----

iii) Experience in using other teaching and learning management platforms (*e-learning* platform) (maximum 2 points): – 2 points; -----

iv) Implemented innovative techniques, methods and practices considered relevant by the jury (maximum 2 points): – 2 points each. -----

NOTE: Some examples are the guides of the curricular unit, support materials for the sessions available in the e-learning platform, support guides for the various types of teaching sessions, pedagogical materials to support the simulated practice, validated by the CU coordinators or pedagogical and scientific committees/bodies. -----

P4) Other relevant activities for ESEL's mission, assessed on the basis of the evaluation of the singular activities developed by the candidate, namely (maximum 20 points): -----

a) Services and consultancy (maximum 6 points): -----

i) Member of commissions/working groups of international/national/regional scope promoted by public entities or associations, with a minimum duration of 6 months, duly confirmed by the public entity or association – 1.5 points each; -----

ii) Technical reports promoted by public entities or associations, in which the candidate's participation is duly proven by the public entity or association – 1.5 points each. -----

b) Collaboration with Higher Education Institutions (maximum 8 points): -----

- i) Jury in doctoral examinations (examiner) or of the Specialist Title in accordance with Decree-Law no. 206/2009 31 August – 4 points each;-----
- ii) Jury in master's degree examinations (examiner) – 2 points each;-----
- iii) Examiner of the jury in a doctoral project – 2 points each;-----
- iv) Exercise of scientific and pedagogical positions – 2 points each.-----
- c) Other relevant aspects not previously specified (maximum 6 points) -----**
 - i) Professional activity in management positions in the nursing area (maximum 4 points) – 2 points per full year;-----
 - ii) Trainer in short term courses – 0.2 points per course (maximum 1 point);
 - iii) Mastery of the English language duly certified – 1 point. -----

8 - Publication of the evaluation system: The minutes of the jury, containing detailed information on the operationalisation of the evaluation system of the parameters, criteria, and sub-criteria, as well as the classification grid, will be published in ESEL's style sites and on ESEL's webpage simultaneously with the publication of the present notice. -----

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

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

9.1. The classification shall be expressed on a scale of 0 to 20 points, fractioned to hundredths. -----

9.2. In case of a classification tie between candidates (even after using the centesimal classifications), the following tie-breaking criteria will be applied, successively:-----

9.2.1. Having completed the training leading to a doctoral degree in nursing longer ago;-----

9.2.2. Having obtained the title of nursing specialist (in accordance with Decree-Law 206/2009 31 August) longer ago; -----

9. 2.3. Have completed the training leading to a master's degree longer ago. -----

10 - Jury:-----

President: Teresa Maria Ferreira dos Santos Potra, Coordinating Professor at ESEL.-----

Voting members: -----

Maria Filomena Mendes Gaspar, Coordinating Professor at ESEL. -----

Maria Manuela Ferreira Pereira da Silva Martins, Coordinating Professor at the Nursing School of Porto.

António Fernando Salgueiro Amaral, Coordinating Professor at the Nursing School of Coimbra. -----

Carolina Miguel Graça Henriques, Coordinating Professor at the School of Health Sciences of the Polytechnic Institute of Leiria. -----

Substitute Members:-----

Pedro Ricardo Martins Bernardes Lucas, Coordinating Professor at ESEL. -----

Ana Paula Gato Rodrigues Polido Valente, Coordinating Professor at the School of Health Sciences of the Polytechnic Institute of Setúbal.

11 - Admission of applications: after the deadline for the submission of applications, the Jury will proceed to verify the elements presented by the candidates, namely, if the necessary qualification requirements have been met and if all the documents required for the application have been presented. -----

12 - After the applications admission phase, the jury, based on the final evaluation system, will elaborate, and approve a reasoned report evaluating the curriculum of each candidate and will attribute a classification expressed on a scale of 0 to 20, fractioned to the hundredths. -

12.1 - All candidates who obtain a final classification, without rounding, of 12 points or more, will be considered to have passed by absolute merit. -----

12. 2 - The candidates approved by absolute merit are ranked in descending order of the classification obtained as a result of the application of the final evaluation system.-----

12. 3 - For tie-breaking purposes, the centesimal classifications shall be used and, if the equality persists, the other tie-breaking criteria previously established by the jury and described in 9.2 will be applied. -----

13 - The provisional ranking lists, as well as the definitive list of admissible applications and the provisional list of approval in absolute merit are displayed in the ESEL's style sites and made available on ESEL's website. -----

14 - Ranked list — hearing of interested parties: after approving the draft ranking list, with the serialisation of the candidates approved by absolute merit and the list of the candidates not approved by absolute merit, the Jury will communicate it to them for the purposes of the hearing of interested parties. The draft list will become final if there are no complaints. -----

15 - Final ranking list: after the procedure foreseen in article 23 of the Regulations for Tenders for Hiring ESEL Professors, the final ranking list of the candidates is published in the 2nd series of Diário da República, posted in ESEL's style sites and made available on ESEL's website.

16 - Consultation of the process : the tender process can be consulted by the candidates who request it, by appointment via the *email* recursoshumanos@esel.pt, in the Human Resources Division of ESEL, located in Av. Prof. Egas Moniz, 1600-190 Lisbon, during the normal working hours, from 10 am to 12 pm and from 2 pm to 4 pm. -----

17 - Publication: In addition to publication in the Official Gazette, this tender will also be published on BEP (public employment exchange), on the Internet website for the Fundação para a Ciência e a Tecnologia I.P., in Portuguese and English, and on ESEL's website, under the terms of article 29-B of ECPDESP. -----

18 - In compliance with paragraph h) of Article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal

opportunity between men and women in the access to employment and professional progress, scrupulously taking steps to avoid all forms of discrimination.-----

Lisbon, 9 March 2022

The President

(Coordinating Professor João Carlos Barreiros dos Santos)