

PUBLIC NOTICE

Opening of a tender on the basis of qualifications for the recruitment of 2 coordinating professor positions, in the form of a permanent public functions employment contract, for the Nursing scientific area.

Considering the order dated 28/09/2018 of the President of the Lisbon Higher School of Nursing (ESEL), the tender on the basis of qualifications for the recruitment of 2 (two) Coordinating Professors in the Nursing scientific area, corresponding to unoccupied planned positions on the ESEL Staff Map, in the form of a permanent public functions employment contract, is open for a period of 30 business days, counted from the date of publication of this notice in the Diário da República (Portuguese Official Gazette), under the following terms and conditions:

1. Validity Period: The tender is only valid for the filling of the above-mentioned posts, there being no posts remaining vacant with their filling.

2. Functional content of the category: described in item 5 of article 3 of the Career Statues for Higher Polytechnic Education Teaching Staff (ECPDESP) and in the ESEL Teaching Service Provision Regulations, approved by the CTC on 20/06/2017.

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. Admission Requirements: Applications may only be submitted by those who, by the application submission deadline, hold a doctoral degree in nursing or the title of specialist in nursing obtained more than five years ago, under the terms of Article 19 of the ECPDESP and item 2 of Article 5 of Regulation No. 105/2015 of 11 March (regulations for tenders for hiring ESEL professors), published in the DR (Official Gazette), 2nd Series, no. 48, of 11 March.

5.1 Holders of foreign qualifications must prove the recognition, equivalence or registration of their doctoral degree, under the terms of current legislation.

6. Formalisation of the application:

6.1. Applications must be submitted by means of a request in hard copy, addressed to the President of the Lisbon Higher School of Nursing and written in Portuguese, and must contain the following elements:

- a) full identification of the applicant, including address, phone numbers and email address;
- b) academic qualifications and titles and / or professional qualifications;
- c) category, group or discipline area to which he/she belongs, length of service as a professor in higher education and institution to which he/she belongs, if applicable;
- d) identification of the tender to which he/she is applying and reference to the DR (Official Gazette) in which this notice was published;
- e) list of documents accompanying the application;
- f) date and signature.

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:

- a) in person, until the closing time to the public of the Human Resources Division of ESEL on the last day of the deadline;
- b) in postal submission, until the last day of the deadline, with proof of the mail registration date.

6.4. The personal data of the candidates will be used solely and exclusively for the purposes of this tender.

6.5. Applications sent by e-mail will not be accepted.

7. Application Instructions:

7.1. The applicant must accompany their application with the following documents, duly numbered and identified:

- a) Consented photocopy of identity card/citizen card (civil foreign identification document (EU/passport));
- b) Photocopy of tax identification number (if the applicant does not have a citizen's card);
- c) 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;
- d) Authenticated copy of the certification/registration certificate of the doctoral degree in nursing or of the title of nursing specialist obtained in accordance with DL no. 206/2009, of 31 August or, if the applicant holds a foreign qualification, an authenticated copy the recognition, equivalence or registration of the nursing area doctoral degree in Portugal, in accordance with the applicable legislation; the accuracy of the copies may be attested to by the ESEL services if the application is submitted in person;
- e) Simple photocopies of other certificates of academic and professional qualifications and titles;
- f) Six copies of the curriculum vitae, one in hard copy, duly dated and signed, and the remaining five in digital media (pen drive) in PDF format, organized according to the any selection and serialisation criteria that may be published on ESEL style sites or on its institutional website;
 - i. The curriculum vitae must be written in Portuguese, and in the case of candidates from foreign countries, it may be written in English;
 - ii. With a view to ensuring the most appropriate classification of curriculum vitae elements, candidates must organise the respective presentation in the curriculum vitae according to the way in which the evaluation system approved by the panel operates;
 - iii. It is the responsibility of applicants to provide documentary evidence of the curricular elements falling within the framework of the sub-criteria/criteria of the evaluation system

approved by the panel. Curricular elements may only be classified under a single sub-criterion;

- iv. 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;
 - v. 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.
 - vi. 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.
 - vii. Failure to submit documents related to the curriculum vitae submitted by the candidate implies the non-assessment of the elements that they should prove.
- g) Six copies of an Educational Scientific Development Project, one in hard copy and the remaining five in digital media (pen drive) in PDF format;
- i. Based on the competences of a coordinating professor, ESEL's legal and regulatory framework, as well as the respective available resources and the major assumed strategic options, the applicant must submit a personal project that he/she proposes to complete if admitted as a Coordinating Professor at this school. This project must have a time scale of five years for its respective completion and must focus on the development of the applicant's personal competencies to promote his/her personal improvement and, simultaneously, contribute to the strategic development of ESEL.
 - h) 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 this tender proceeding has been subject to legal challenge.

8. Composition of the panel:

a) President:

Maria Teresa Gouvea Magão, by delegation of competences by the President of the Lisbon Higher School of Nursing, Coordinating Professor at ESEL, holder of a Doctoral Degree in Nursing.

b) Voting members:

Isabel Carvalho Beato Ferraz Pereira, Coordinating Professor at ESEL, holder of a Doctoral Degree in Nursing;

Isabel Maria Pinheiro Borges Moreira, Coordinating Professor at the Coimbra Higher School of Nursing, holder of a Doctoral Degree in Nursing.

Maria Clara Amado Apóstolo Ventura, Coordinating Professor at the Coimbra Higher School of Nursing, holder of a Doctoral Degree in Nursing Science.

Paulo José Parente Gonçalves, Coordinating Professor at the Porto Higher School of Nursing, holder of a Doctoral Degree in Nursing.

c) Substitute Board Members:

Maria Alice dos Santos Curado, Coordinating Professor at ESEL, holder of a Doctoral Degree in Human Kinetics.

José Joaquim dos Penedos da Amendoeira Martins, Coordinating Professor, Santarém Higher School of Nursing, holder of a Doctoral Degree in Sociology.

9. 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.

10. Exclusion of applications:

10.1 Reasons for excluding applications:

a) A failure to submit the documents required by the terms of this notice, or their submission outside the stipulated period, are reasons for ordering the exclusion of the application;

b) 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.

10.2 Hearing of interested parties: any applicants whose applications are excluded shall be notified of this intention in advance, by email, for the purpose of holding a hearing of the interested parties, under the terms of the Administrative Procedure Code.

11. Selection and Serialisation:

11.1. Method, parameters, criteria and evaluation system: Applications are selected and serialised by the curricular evaluation method, based on elements submitted by the applicant on his/her curriculum vitae, and on the educational scientific development project, leading to a classification obtained based on an evaluation system constituted based on the following parameters, criteria, sub-criteria and the respective scores:

I. The qualification (Q) of the applicant is evaluated based on an appraisal of their academic and training track record, considering the following criteria and sub-criteria: (Maximum 100 points)

A. Academic degrees and nursing specialist title under the scope of Decree-Law no. 206/2009, of 31 August (Maximum 70 points):

1. Doctoral Degree in Nursing - 70 points;
2. Doctoral Degree with a nursing specialist title - 55 points;
3. Masters Degree with a nursing specialist title - 10 points.

B. Specialised and post-graduate training (Maximum 30 points):

1. Post-doctoral studies (Maximum 15 points);
2. Nursing specialization course (Maximum 20 points);
3. Other postgraduate studies (Maximum 15 points).

II. The applicant's technical-scientific and professional performance (TSPP) is assessed based on an appraisal of work and activities of relevant to the nursing discipline area, considering the

following criteria and sub-criteria: (Maximum 150 points)

A. Scientific publications (Maximum 60 points):

1. Articles published in scientific journals (Maximum 30 points);
2. Conference article (Maximum 15 points);
3. Books and book chapters (Maximum 20 points);
4. Citations (Maximum 10 points);
5. Reviewer of scientific journals (Maximum 15 points).

B. Science and technology promotion activities (Maximum 40 points):

1. Oral/conference presentation (Maximum 25 points);
2. Poster/free communication (Maximum 15 points);
3. Organisation of a scientific event (Maximum 10 points).

C. Participation in R&D projects (Maximum 50 points):

Participation in R&D project teams (Maximum 50 points).

III. The applicant's teaching capacity (TC) is evaluated based on an appraisal of the quality and extent of his/her previous teaching practice, considering the following criteria and sub-criteria: (Maximum 200 points)

A. Curricular units taught and types of classes given during different study cycles, in nursing education (Maximum 100 points):

1. Teaching experience (Maximum 80 points);
2. Types of classes taught (Maximum 30 points);
3. Management of curricular units (Maximum 30 points);

4. Teaching mission abroad - (Maximum 10 points).

B. Innovation in teaching and learning practices (maximum 10 points):

1. Production or co-production of materials of an innovative educational nature (Maximum 10 points);

2. Implementation of innovative education support techniques and methods (Maximum 10 points).

C. Guidance for final projects leading to a Masters or Doctoral degree and participation on academic test panels (Maximum 30 points):

1. Guidance or co-guidance of doctoral thesis (Maximum 20 points);

2. Guidance for a Masters degree dissertation / project work / traineeship with final report (Maximum 20 points);

3. Non-guiding panel member for Doctoral degree tests (Maximum 10 points);

4. Non-guiding panel member for a Masters degree dissertation / project work / traineeship with final report (Maximum 10 points).

D. Scientific-educational development project (Maximum 60 points):

1. Presentation of ideas (Maximum 10 points);

2. Substantiation (Maximum 25 points);

3. Objectives and activities (Maximum 15 points);

4. Monitoring and execution (Maximum 10 points).

IV. Other activities of relevance to the mission of ESEL (OAR) are assessed based on an appraisal of unique activities carried out by the applicant, considering the following criteria and sub-criteria: (Maximum 50 points)

A. Management, coordination, extension, service provision and consultancy activities in higher education institutions (Maximum 30 points):

1. Positions and functions in a higher education institution (Maximum 30 points);
2. Panels, committees and work groups in higher education institutions (Maximum 10 points);
3. Specialist consultancy and service provision (Maximum 10 points)
4. Community extension activities (Maximum 10 points).

B. Professional, cultural, social and other activities deemed relevant by the applicant and not included in the above parameters (Maximum 20 points):

1. Relevant positions and functions in an entity/institution not classified as “higher education” (Maximum 20 points);
2. Participation in governing bodies of scientific societies, professional organisations or cultural or civic associations (Maximum 10 points);
3. Relevant public distinctions and recognitions for the professional, cultural or civic activity. (Maximum 10 points).

11.2. Scores: The score for each parameter is the result of adding together the scores obtained from the respective criteria which, in turn, result from the scores obtained from the component sub-criteria. In either of the cases, the assigned score may not exceed the maximum values established for the respective parameter, criterion or sub-criterion.

11.3 Publication of the evaluation system: The panel's document containing detail information on the operation of the system for evaluating the parameters, criteria and sub-criteria, as well as the classification grid, shall be published at the ESEL style sites and on the ESEL website at the same time as the publication of this notice.

11.4 Final Classification:

- a) The applicant's final classification shall be calculated using the following formula: $FC = (Q + TSPP + TC + OAR) \times 0.04$;
- b) The final classification shall be expressed on a scale of 0 to 20 values, to two decimal places.

11.5. Public hearings: Following the preliminary appraisal of the curricula of the accepted applicants, the panel may, if it deems necessary, proceed to hold public hearings, in which case it shall give all of the applicants advance notice of at least five days, of the date, time and place where these public hearings will be held.

11.6 Individual report: Upon completion of the preliminary evaluation phase of the curricula of the accepted applicants, including any possible public hearings, the panel, based on the previously published evaluation system, draws up and approves a justified report on the evaluation of the curriculum of each applicant, including the respective final classification.

11.7 Absolute merit: 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.

11.8 Ranking and tie-breaking of the applicants:

a) 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.

b) In the event of a tie, classifications to two decimal places shall be used to rank the applicants. If there is still a tie, the following criteria will be applied successively:

- i) Highest score when adding together TSPP and TC;
- ii) Highest score for TC;
- iii) Highest score for TSPP;
- iv) Highest score for OAR.

c) Any applicants without absolute merit shall be ranked in alphabetical order, indicating the score that they have obtained.

11.9 Ranked list – Hearing of interested parties: following approval of the draft ranked list, showing the serialisation of the applicants approved by absolute merit, and the candidates that did not obtain it, the panel shall notify the applicants for the purpose of the hearing of interested parties, according to article 23 of the ESEL Regulations for Tenders for contracting Professors.

11.10 Final ranking list: once the hearing of interested parties has been held, the final ranking list is published in the 2nd Series of the Diário da República (Portuguese Official Gazette) and made available on the ESEL website.

12. The tender process may be consulted by any applicants that request a consultation, at the Human Resources Section of ESEL, located at Av. do Brasil, 53-B, 1700-063 Lisbon, during normal business hours, from 10 am to midday and from 2 pm to 4 pm.

13. All notifications to applicants made under the scope of this tender shall be sent by email to the address indicated by the applicant, with a delivery receipt of the notification.

14. 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.

15. 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, 15 of April 2019

The President of ESEL,

(Maria Filomena Mendes Gaspar)