



ESCOLA SUPERIOR DE ENFERMAGEM DE COIMBRA

NOTICE

Document-based tender for recruiting one (1) position of *Professor Adjunto*, under a public service employment contract of unspecified duration, for the subject area of Nursing, subarea of Public, Family, and Community Health Nursing.

1 - In accordance with the *Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico* (Career Statute for Teaching Staff in Higher Polytechnic Education, hereinafter referred to as ECPDESP), approved by Decree-Law no. 185/81, of 1 July, amended by Decree-Law no. 207/2009, of 31 August (in its republication), and Law no. 7/2010, of 13 May, as well as in accordance with the Regulation for the Recruitment of Teaching Staff, approved by the Order of 13 June 2019, by the President of the Nursing School of Coimbra (*Escola Superior de Enfermagem de Coimbra*, hereinafter referred to as ESEnFC) and published by Order no. 6279/2019 in *Diário da República*, 2nd series, no. 129, of 9 July, it is hereby made public that, under the terms laid down in paragraph 1(d) of article 92 of the Legal Framework for Higher Education Institutions (RJIES) approved by Law no. 62/2007, of 10 September, and paragraph 1(d) of article 49 of the ESEnFC Statutes, approved by Legislative Order no. 50/2008, of 9 September, published in *Diário da República*, 2nd series, no. 185, of 24 September, by Order no. 45 of 22 June 2024 by the President of ESEnFC, for 30 working days from the publication of this notice in *Diário da República*, a document-based tender is open for the recruitment of one (1) position of *Professor Adjunto* under a public service employment contract of unspecified duration, with an experimental period of five years, in accordance with article 10-B of Decree-Law no. 207/2009, of 31 August, amended by Law no. 7/2010, of 13 May, for the subject area of Nursing, subarea of Public, Family, and Community Health Nursing.

2 - Validity period: this tender is valid for these positions only, expiring when the positions are taken.

3 - Workplace: ESEnFC and other institutions where the school implements its activities.

4 - Functional content of the category:

4.1 - According to article no. 2-A of the ECPDESP, polytechnic higher education lecturers are responsible for providing the academic service assigned to them and for guiding and supervising students; for developing research, cultural creation or experimental development activities; for taking on extension, scientific and technological dissemination, and economic and social knowledge promotion responsibilities; and for participating in the management of their higher education institutions under the terms foreseen in the ESEnFC Teaching Service Distribution Regulations.

4.2 - Under the terms of article no. 2-A and 3 (4) of the ECPDESP and in accordance with the ESEnFC regulation governing the provision of teaching services, the *Professor Adjunto* is responsible for cooperating with the Coordinating Professors within the scope of a subject or scientific area, and, specifically, for: supervising and teaching theoretical, theoretical-practical, and practical classes; guiding and supervising internships, seminars, and laboratory or fieldwork; managing and developing scientific research and experimental development activities, following previously established guidelines on the subject or scientific area; and cooperating with other professors of the subject or scientific area in the coordination of the programs, teaching methodologies, and general research guidelines of the disciplines of that area.

5 - Remuneration position under the terms of article no. 35, paragraph 1, of the ECPDESP.

6 - Admission requirements:



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6.1 - Under the terms of article no. 17 of the General Labor Law in Public Functions - Law no. 35/2014, of 20 June, and article no. 12-E of ECPDESP, candidates must, up to the last day of application submission, meet all the following general requirements:

- a) Be at least 18 years of age or older;
- b) Not be inhibited from holding a job in the public sector nor forbidden to perform the intended position;
- c) Be in good health and possess the psychological profile required for the job;
- d) Have complied with the compulsory vaccination requirements.

6.2 - According to article no. 5 of Order no. 6279/2019 (ESENfC Regulation for the Recruitment of Teaching Staff), published in *Diário da República*, 2nd series, no. 129, of 9 July, as well as article no. 17 of the ECPDESP, only those who hold a Ph.D. degree in Nursing, a Ph.D. in a related area and title of nurse specialist, a master's degree and bachelor's degree with the title of nurse specialist in Nursing under the terms laid in Decree-Law no. 206/2009, of 31 August, and that, because a subarea is foreseen, meet the specific necessary conditions, which in this case will be holding a professional title of nurse specialist in Public, Family, and Community Health Nursing, can apply. The title of nurse specialist indicated in article no. 17 of the ECPDESP refers to the one specified in article no. 48 of Law no. 62/2007, of 10 September, and Decree-Law no. 206/2009, of 31 August.

7 - Application:

7.1 - Candidates must submit an admission request addressed to the President of ESENfC by postal mail (registered letter with return receipt) to the following address: *Serviço de Recursos Humanos da Escola Superior de Enfermagem de Coimbra, Avenida Bissaya Barreto, 3004-011 Coimbra*, or in person at that address between 10:00-12:00 and 14:00- 17:00 until the deadline established, and it must include:

- a) Full identification (full name, date of birth, nationality, identification document/card number, postal address and email address, and telephone number);
- b) Academic qualifications and/or professional/academic titles;
- c) Professional category, subject area, or subarea in which the candidate is currently integrated, length of service as a higher education faculty member, and the employing Institution, if applicable.
- d) Any other information that candidates consider may influence the assessment of their merit or constitute grounds for legal preference;
- e) Identification of the tender, indicating the edition of *Diário da República* in which the Public Notice was published;
- f) List of the documents sent with the request;
- g) Date and signature.

7.2 - Applications sent by email shall not be considered.

8 - Submission:

8.1 - Candidates must send the following documents, properly numbered and identified:

- a) Consented copy of their identification document/card;
- b) Statement, under oath, attesting compliance with the following aspects:
 - Not be inhibited from holding a job in the public sector nor forbidden to perform the intended position;
 - Be in good health and possess the psychological profile required for the job;
 - Have complied with the compulsory vaccination requirements.
- c) Certified copy of the documents attesting that the candidate holds a Ph.D. and/or the title of nurse specialist obtained in accordance with Decree-Law no. 206/2009, of 31 August. Candidates holding foreign qualifications must provide a certified copy of the document attesting to the recognition, equivalence, or record of the Ph.D. in Portugal, under the terms of the applicable legislation, and proof of the professional title of nurse specialist in Public, Family, and Community Health Nursing issued by the *Ordem dos Enfermeiros*;



- d) Document attesting the category, length of service, and employing institution, if applicable;
- e) *Curriculum vitae*, including the information relevant to the evaluation of the application and organized in accordance with the selection and ranking criteria in this Public Notice, with the documents attesting to the information in the *curriculum vitae*;
- f) Non-editable list identifying all the documents submitted with the application (name of each file);
- g) The structure of the *curriculum vitae* must comply with the “Operationalization of parameters and criteria of the curricular evaluation” approved by the jury of the tender in minutes no. 1, following the order established for the assessment parameters, items, and subitems. This is a mandatory condition of the assessment process. Information not ordered and identified correctly according to the parameters, items, and subitems will be excluded;
- h) In accordance with paragraph 5 of article 11 of Decree no. 233/2022, of 09 September, the minutes of the jury detailing how the candidates will be assessed should be published on the school's website on the same date as the opening notice of the tender procedure, at <https://www.esenfc.pt/pt/page/3684/165>.
- 8.2 - In accordance with paragraph 4 (a) of article no. 23 of the ECPDESP, and paragraph 3 of article no. 18 of the Regulation for the Recruitment of Teaching Staff, approved by Order of 13 June by the President of ESEnfC and published by Order no. 6279/2019 in *Diário da República*, 2nd series, no. 129, of 9 July, the jury may, whenever necessary, request the candidates to submit the original supporting documents attached to the *curriculum vitae*, as well as to provide additional documentation related to the *curriculum vitae*, establishing a deadline for this purpose.
- 8.3 - The candidate must provide a copy of the documents mentioned in sub-paragraphs e) and f) of paragraph 8.1 of this notice in a non-editable format (PDF) in six (6) duly identified digital recording devices (USB flash drive). The titles of the PDF documents must not exceed eighteen characters. The candidates are responsible for ensuring that the digital files submitted are readable, well-identified, and a precise copy of the documents submitted on paper. Two (2) print copies of these documents, mentioned in sub-paragraphs e) and f) of paragraph 8.1 of this notice, must be also submitted.
- 8.4 - The *curriculum vitae* must be submitted in Portuguese or, in the case of candidates from foreign countries, in English.
- 8.5 - The supporting documents attached to the *curriculum vitae* must be submitted in their original language and be translated into Portuguese or English if these are not their original languages.
- 9 – Exclusion from the tender:
- 9.1 – Candidates who do not submit the documents required in this notice within the deadline established shall be excluded from this tender.
- 9.2 - The submission of false documents will lead to immediate exclusion from the tender and reporting of the facts to the competent authority for purposes of criminal prosecution.
- 9.3 - Candidates who do not meet the admission requirements will be excluded. These candidates will be notified in advance of their exclusion by email so that a “Hearing of Interested Parties” can be held under the terms of Administrative Procedural Law.
- 10 - Following the preliminary evaluation of the *curriculum vitae* of admitted candidates, the jury may decide to hold public hearings, in which case all candidates will be informed of the date and place of the public hearings at least five days in advance.
- 11 - The documents provided by candidates shall be returned upon request, three months after the termination of this tender, except if the tender has been subject to judicial objection, in which case the documents shall only be returned after the jurisdictional decision is made.
- 12 - Selection and ranking criteria, assessment system, and final classification (established under the terms of article no. 7 of Order no. 6279/2019, of 9 July):
- 12.1 - Candidates shall be selected through the curricular assessment method. The final classification shall be based on a grading system composed of parameters, criteria, and weightings.



12.2 - In the curricular assessment, only the degrees and other training courses, titles, publications, activities, and other items completed/obtained up to the date of publication of this notice will be considered, according to the following parameters:

Comentado [AM1]: Ou "what has been accomplished"

- a) The candidate's qualification (Q), evaluated based on the candidate's academic and training experience, considering the following criteria:
 - The academic degrees and the title of nurse specialist in Nursing obtained in accordance with Decree-Law no. 206/2009, of 31 August;
 - Specialized and postgraduate training.
- b) The candidate's technical-scientific and professional performance (DTCP), evaluated based on the analysis of the most relevant work and activities to the subject area of the tender:
 - Scientific publications;
 - Scientific and technological dissemination activities;
 - Participation in R&D projects;
 - Professional experience in the subject subarea of this tender.
- c) The candidate's teaching capacity (CP), evaluated based on the quality and extent of their previous teaching practice, considering the following criteria:
 - Course units and type of classes supervised and taught in the several cycles of studies;
 - Experience in the elaboration of pedagogical materials and implementation of innovative techniques and methods to support teaching in higher education institutions.
- d) Other activities relevant to the ESEnFC mission (OAR), evaluated based on the individual activities developed by the candidate, considering:
 - Provision of services and consultancy.
 - Positions and responsibilities in higher education institutions and others.
 - Professional, cultural, and social activities and others considered relevant by the candidate to the ESEnFC mission.

12.3 - The criteria and weightings for the various curricular assessment parameters are defined by the jury and available for consultation under the terms of paragraph 8.1(h) of this notice.

12.4 - The final classification (CF), on a scale of 0 to 100 points, is obtained through the following formula: $CF = (0.30 Q + 0.25 DTCP + 0.25 CP + 0.20 OAR)$. The classification (C) will use a scale from 0 to 20 points, applying the formula $C = CF/5$. Candidates who have a final classification equal to or higher than twelve points are considered approved with absolute merit.

12.5 - In case of a tie, the final classifications to two decimal places will be applied and, in case a tie still exists, the tie-break criteria will be applied as follows: 1) Best score of the sum of DTCP and CP; 2) Best classification in CP; 3) Best classification in DTCP; 4) Best classification in OAR.

13 - Table - Grading system for the selection and ranking of candidates

Parameters	Weightings
Qualification (Q)	0.30
Technical-scientific and professional performance (DTCP)	0.25
Teaching capacity (CP)	0.25
Other relevant activities to the ESEnFC mission (OAR)	0.20

1- Criteria (Q)	Weightings	Maximum weighted score
1.1 Academic degree and title of nurse specialist*	0.60	60
1.2 Specialized and postgraduate training		



1.2.1 Final grade of the Master's Degree or Postgraduate Specialization Degree in Nursing that resulted in the title of nurse specialist in the subject subarea of this tender	0.25	25
1.2.2 Postgraduate training relevant to the subject subarea of this tender	0.10	10
1.2.3 Other postgraduate training	0.05	5
2- Criteria (DTCP)	Weightings	Maximum weighted score
2.1 Scientific publications	0.40	40
2.2 Scientific and technological dissemination activities	0.20	20
2.3 Participation in R&D projects	0.20	20
2.4 Professional experience in the subject subarea of this tender	0.20	20
3- Criteria (CP)	Weightings	Maximum weighted score
3.1 Course units and types of classes supervised and taught in the several cycles of studies	0.80	80
3.2 Experience in the elaboration of pedagogical materials and implementation of innovative techniques and methods to support teaching	0.20	20
4- Criteria (OAR)	Weightings	Maximum weighted score
4.1 Provision of services and consultancy	0.40	40
4.2 Positions and responsibilities in higher education institutions and others	0.30	30
4.3 Professional, cultural, and social activities and others considered relevant by the candidate to the ESEnFC mission	0.30	30

*In this section, only the item with the highest weight will be scored.

NB: The title of nurse specialist is indicated in Decree-Law no. 206/2009, of 31 August.

14 - Jury:

Chair: Paulo Joaquim Pina Queirós, Ph.D. Coordinating Professor of the Nursing School of Coimbra, by delegation of powers of the President of ESEnFC.

Voting members:

Ph.D. Professor Maria Carminda Soares Morais, Coordinating Professor of the Health School of the Polytechnic Institute of Viana do Castelo;

Ph.D. Professor Maria da Conceição Alves Rainho Soares Pereira, Coordinating Professor of the School of Health of the University of Trás-os-Montes and Alto Douro;

Ph.D. Professor Maria José da Silva Peixoto de Oliveira Cardoso, Coordinating Professor of the Nursing School of Porto;

Ph.D. Professor Rogério Manuel Clemente Rodrigues, Coordinating Professor of ESEnFC.

Alternate Voting Member:

Ph.D. Professor Armando Manuel Marques da Silva, Coordinating Professor of ESEnFC.



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15 – The chair of the jury shall be replaced, when absent and/ or deterred, by the voting member who is part of the ESEnC faculty body.

16 – After the evaluation of the candidates' *curriculum vitæ*, the jury, based on the final grading system, prepares and approves a reasoned report evaluating the *curriculum vitæ* of each of the candidates and assigns it a classification on a scale of 0 to 20 points.

17 - In compliance with article 9(h) of the Portuguese Constitution, the Public Administration, as the employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement and takes action to prevent all types of discrimination.

18 - This public notice will also be published on the website of *Bolsa de Emprego Público* (BEP - Governmental Public Employment Portal), as well as in both Portuguese and English on the website of the Foundation for Science and Technology I. P., and the website of ESEnC, in compliance with article no. 29-B of the ECPDESP.

02 October 2024 - The President, Ph.D. Professor António Fernando Salgueiro Amaral