

INSTITUTO POLITÉCNICO DE VISEU

Tender Notice n.º 1885/2022

Summary: invitation for tender for four Associate Professors for the School of Health of the Polytechnic Institute of Viseu.

A competition is open to recruit four Associate Professors, in the form an unspecified temporary term public employment contract for the area of Nursing, sub-specialty Medical-Surgical Nursing.

1 - In accordance with the Career Statutes for Teaching Staff in Polytechnic Higher Education (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico [ECPDESP]), approved by Decree-Law n.º 185/81, of July 1st, as amended by Decree-Law n.º 69/88, of March 3rd, by Decree-Law n.º 207/2009, of August 31st, and by Law n.º 7/2010, of May 13th, and in accordance with Regulation n.º 754/2010, of September 28th, and with the Regulations covering the Recruitment and Hiring of Teaching staff of the Polytechnic Institute of Viseu for a fixed duration, it is made public that, by Order of 21-11-2022 issued by the President of the Polytechnic Institute of Viseu, a competition based on qualifications is hereby open for a period of 30 working days, to recruit four Associate Professors, in the form of an unspecified temporary term public employment contract with a five-year probationary period, in compliance with Decree-Law n.º 207/2009, article 10.º-B, of August 31st, as amended by Law n.º 7/2010, of May 13th, for the subject area of Nursing, sub-specialty of Medical-Surgical Nursing.

2 - Validity period - the competition is exclusively meant to fill the aforementioned positions, and will thereby be suspended once they are filled.

3 - Professional category - Associate Professors.

4 - Functions - those described in article 2.º-A and n.º 4 the article 3.º of the ECPDESP and in the Provision of Service Regulations for the Teaching Staff of the IPV, published in the Republic Diary, 2nd series, n.º 69 of April 9th, 2021.

5 - Place of work - the School of Health of Viseu (Escola Superior de Saúde de Viseu, ESSV) of the Polytechnic Institute of Viseu (Instituto Politécnico de Viseu [IPV]), and any other place where the ESSV/IPV is required to develop its activity.

6 - Remunerative position – it will be determined in accordance with the provisions of Decree-Law n.º 408/89, of November 18th, amended by Decree-Law n.º 76/96, of June 18th, and by Decree-Law n.º 212/97, of August 16th.

7 - Admission requirements:

7.1 - In compliance with article 17.º of the General Labour Law in Public Functions (Lei Geral do Trabalho em Funções Públicas) approved by Law n.º 35/2014, of June 20th, candidates may will have to meet (cumulatively) the following general requirements at the time of the application:

- a) To be 18 or older;
- b) Not to be inhibited to holding public functions nor forbidden to perform the functions to which they are applying for;
- c) To possess the physical robustness and mental profile required to perform the functions to which they are applying;
- d) To meet the compulsory vaccination requirements.

7.2 - In compliance with article 17.º of the ECPDESP, holders of a PhD in Nursing may apply, as may nurse specialists holding a degree that meets the requirements defined in Decree-Law n.º. 206/2009, of August 31st and in Decree-Law n.º 27/2021 of April 16th, and who, cumulatively, hold the title of nurse specialist in Medical-Surgical Nursing awarded by the Order of Nurses (Ordem dos Enfermeiros).

8 - Application procedure:

8.1 - In order to apply, candidate have to complete a request written in Portuguese addressed to the President of the Polytechnic Institute of Viseu. The request will have to be delivered in person or by registered post with acknowledgement due, by the end of the deadline date set forth. The date on which the letter was registered will be used as proof. The request will have to be sent to the following address: Av. José Maria Vale de Andrade,

Campus Politécnico, 3504-510 Viseu - Portugal, or delivered in person at that same address - between 10:00 a.m. and 12:00 p.m. and 2:00 p.m. and 5:00 p.m. – by the end of the term set forth, and should contain the following elements:

- a) The candidate's full identification (full name, date of birth, nationality, civil identification number, postal and electronic address, telephone number);
- b) His/her academic qualifications and/or professional/academic titles;
- c) His/her professional category, the department or disciplinary area to which he/she belongs, length of service as a Higher Education Teacher and the Institution to which he/she belongs, where applicable;
- d) Any other elements deemed relevant and that, in the candidate's opinion, may influence the assessment of his/her merit or may constitute a reason for legal preference;
- e) Identification of the competition to which he/she is applying and reference to the Official Gazette where this notice was published;
- f) List of documents that are submitted along with the application;
- g) Date and signature.

8.2 - Applications sent by electronic mail will not be accepted.

9 - Application:

9.1 - Along with his/her application, the candidate will have to submit the following documents, duly numbered and identified:

- a) A copy of the applicant's ID card;
- b) Documents proving that the applicant meets the general requirements referred to in item 7.1 of this notice or a declaration, under oath, where the applicant declares that he/she meets the requirements listed in paragraphs b), c) and d);
- c) Certified true copy of the documents proving that the candidate holds a PhD in nursing or a nurse specialist title obtained in accordance with Decree-Law n.º 206/2009 of August 31st and Decree-Law n.º 27/2021 of April 16th. Whenever the candidates' qualifications were obtained in a foreign country, he/she will have to deliver a certified true copy of the recognition and/or the equivalence diploma or of a document proving that the candidate's PhD degree has been registered in Portugal, in accordance with the applicable laws, and proof of the title of specialist nurse in Medical-Surgical Nursing issued by the Order of Nurses of Portugal. The services at the IPV may issue a conformity statement regarding the original documents presented, when the application is submitted in person.
- d) Document proving the candidates' professional category, length of service and institution where they are currently working, where applicable;
- e) Simple copy of any other qualification certificates, training courses and academic and professional titles;
- f) A paper copy of the candidate's Curriculum Vitae and another copy in PDF format (PEN DRIVE, CD or DVD), containing all the information deemed relevant to the assessment of the application. It is mandatory that this information be organized in accordance with the selection and seriation criteria and subcriteria listed in the notice. All the respective supporting documents must be included;
- g) List in PDF format (PEN DRIVE, CD or DVD) containing the exact identification of all the documents attached to the curriculum (name of each file);
- h) The Curriculum vitae must be written in Portuguese and its structure must be fully in line with the selection and seriation criteria and sub-criteria that are to be assessed and all the supporting documents will have to be attached;
- i) The supporting documents attached to the Curriculum vitae must be submitted in the original language in which they were issued and must be translated into Portuguese or English when those are not the original languages.

9.2 - Under the terms of paragraph a) of n.º 4 of article 23.º of the ECPDESP, the jury may, whenever deemed necessary, ask the candidates to hand over the original version of any document attached to their curriculum vitae, or any other complementary document. The jury will also be responsible for setting the deadline dates.

9.3 - The jury may, whenever deemed necessary, proceed with public hearings of the candidates admitted. All the candidates will be informed at least 5 days in advance of the date and place where the public hearings will take place.

10 - Exclusion from application:

10.1 - At the end of the deadline date set for the submission of applications, the jury will meet and deliberate on the candidates' admission and exclusion. If no candidate is to be excluded, the jury will immediately initiate the assessment of the applications.

10.2 - Failure to present the documents required according to the terms defined in the competition notice or their submission after the deadline date shall lead to the candidate's exclusion from the application.

10.3 - The submission of a false document shall result in the immediate exclusion from the competition and this fact will be reported to the competent authority for criminal proceedings.

10.4 - The candidates who are excluded will be notified of that intention within the following 3 working days, by email, should it be necessary to hold public hearing of interested parties, under the terms of the Administrative Procedure Code.

10.5 - Once the excluded candidates have been heard, the Jury will produce a definitive list of admitted and excluded candidates.

11 - The documents submitted by the candidates shall be returned to them at their request, three months after the end of this tender procedure, except in the event that the competition has been subject of judicial impugnation. In this situation, the return of the requested documents can only occur after the court decision has become final.

12 - Selection and seriation:

12.1 - The selection of the candidates will be conducted using a curriculum assessment method based on the elements provided by the candidate in his/her Curriculum Vitae that will help rank the candidates in accordance with a system produced by the jury, based on criteria, sub-criteria and items with respective scores and weightings.

12.2 - The following criteria approved by the ESSV Scientific Technical Council will be considered during curriculum assessment:

a) - The candidates' technical, scientific and professional performance (TSPP), evaluated based on the assessment of the work and activities developed by the applicants, namely:

1. His/her professional experience in the area of nursing;
2. His/her scientific production and dissemination;
3. His/her participation in research units and projects;
4. His/her intervention in the scientific community;
5. His/her supervision or co-supervision of theses/dissertation/final reports/monographs and his/her participation in juries of academic examinations and pedagogical orientation of teachers;
6. The critical reflection carried out by the candidate on how his/her technical, scientific and professional activity may have contributed to improve his/her performance in the position to which he applies.

b) - The candidate's teaching skills (TS), based on the assessment of the quality and extent of his/her teaching or training practice:

1. Teaching activities: course units he/she has taught and the types of classes he/she has given in the various study cycles;
2. Production of teaching material and the implementation of innovative techniques to support his/her teaching;
3. Experience as a nurse trainer;
4. Supervision/internship tutor/clinical training, undergraduate or master's degrees in nursing;
5. Participation in extension activities;
6. The candidates' critical reflection on how his/her teaching activity has contributed to improve his/her performance in the position to which he/she applies.

c) - Other activities that are deemed relevant (ORA) to the mission of this higher education institution, and whose assessment is carried out as follows:

1. Academic degree and/or titles;
2. Top positions in management bodies and or in structures that are relevant to the mission of the institution;
3. Participation in professional, cultural, social and other groups/activities, deemed relevant by the candidate and not included in the previous parameters;
4. Critical reflection made by the candidate on how the other relevant activities may have contributed to improve his/her performance in the position to which he/she is applying.

12.3 - The jury will assess the candidates considering the selection and seriation criteria and sub-criteria approved.

12.4 - Each member of the jury will assess, using a scale ranging from 0 to 100, each criterion, taking into account the weightings of the sub-criteria and items.

12.5 - The candidates' final score (FS) is obtained by weighing each criterion according to the following formula: $FS = (0.4 TSPP + 0.4 TS + 0.2 ORA)$. The FS is converted into a final classification (FC) using a scale of 0 to 20 points by applying the formula: $FC = FS/5$.

12.6 - Absolute merit: once the phase of admission to the competition is over, the jury shall begin the examination of the applications, taking into account the selection and seriation criteria and sub-criteria approved and the evaluation and weighting system contained in this announcement, for the purpose of drawing up a list of the candidates approved in absolute merit. Candidates who obtain a final score, without rounding, equal to or greater than 10 points, are admitted in absolute merit. In the case of non-approval in absolute merit, the jury shall proceed to a prior hearing of the excluded candidates who, if they wish, may express their opinion within ten days. The procedure referred to in article 28 of the Regulation for the Recruitment and Contracting of Teaching Staff of the Instituto Politécnico de Viseu for an undetermined period of time shall apply.

12.7 - Ranking and tie-breaking

a) The candidates' FS and their ranking result from the score awarded to each candidate by each one of the elements of the jury;

b) The candidates who were admitted will be ranked in descending order according to the FS obtained;

c) In the event of a tie between candidates, the candidates' final score will be used as a tiebreaker and, if the tie persists, the following tiebreaker criteria will be applied in turn:

1. Having completed the training conferring the PhD in nursing longer ago;
2. Having obtained the title of specialist in Nursing in accordance with Decree-Law No. 206/2009 longer ago;
3. Having obtained the title of nurse specialist in Medical-Surgical Nursing from the Order of Nurses longer ago.

12.8 - Candidates without absolute merit will be ordered in alphabetical order with and their FS will be displayed.

12.9 - Ranking list: once the first ranked list of candidates is approved, the jury will have to inform the candidates within 3 working days, in the event that a hearing with the interested parties is necessary.

12.10 - Final ranking list: once the hearing of interested parties is concluded, the jury assesses the allegations and approves the final ranking list. This list will then be ratified and made available on the IPV webpage.

12.11 - The minutes produced by the selection board, containing the selection and seriation criteria and respective weighting assigned to each of the selection methods to be used, the classification grid and the final evaluation system are published on the IPV online page, at the following address: <http://www.ipv.pt>;

13 - Member of the Jury: Medical-Surgical Nursing.

President

Presidente do Instituto Politécnico de Viseu ou por Professor por ele designado.

Permanent Members

Vítor Manuel Costa Pereira Rodrigues - Professor Coordenador Principal da Escola Superior de Saúde da Universidade de Trás-os-Montes e Alto Douro

Abel Avelino de Paiva e Silva - Professor Coordenador da Escola Superior de Enfermagem do Porto

Paulo José Parente Gonçalves - Professor Coordenador da Escola Superior de Enfermagem do Porto

Mara do Carmo de Jesus Rocha - Professora Coordenadora da Escola Superior de Saúde do Instituto Politécnico de Viana do Castelo

Maria Madalena de Jesus Cunha Nunes - Professora Coordenadora da Escola Superior de Saúde do Instituto Politécnico de Viseu

Alternate Members

Maria Aurora Gonçalves Pereira - Professora Coordenadora da Escola Superior de Saúde do Instituto Politécnico de Viana do Castelo

Daniel Marques da Silva - Professor Coordenador da Escola Superior de Saúde do Instituto Politécnico de Viseu-
14 - The president of the jury shall be replaced in his/her absence and impediments by the first permanent member.

15 - 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 measures to avoid any form of discrimination.

16 - This competition will also be advertised on the Public Employment Scholarship (Bolsa de Emprego Público [BEP]), on the webpage of the Foundation for Science and Technology I. P., in Portuguese and English and on the website of the IPV, in Portuguese and English, under the terms set by article 29-B of ECPDESP.

28 November 2022. - The President of Polytechnic Institute of Viseu, *Professor Doutor José dos Santos Costa*.