

## INSTITUTO POLITÉCNICO DE VISEU

Tender Notice n.º /2022

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 1<sup>st</sup>, as amended by Decree-Law n.º 69/88, of March 3<sup>rd</sup>, by Decree-Law n.º 207/2009, of August 31<sup>st</sup>, and by Law n.º 7/2010, of May 13<sup>th</sup>, and in accordance with Regulation n.º 754/2010, of September 28<sup>th</sup>, 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 n.º 40/2022 of 21-04-2022 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 two Assistant 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 31<sup>st</sup>, as amended by Law n.º 7/2010, of May 13<sup>th</sup>, for the subject area of Nursing, sub-specialty of Mental and Psychiatric Health 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 - Assistant Professor.

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, 2<sup>nd</sup> series, n.º 69 of April 9<sup>th</sup>, 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 18<sup>th</sup>, amended by Decree-Law n.º 76/96, of June 18<sup>th</sup>, and by Decree-Law n.º 212/97, of August 16<sup>th</sup>.

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 20<sup>th</sup>, 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 31<sup>st</sup> and in Decree-Law n.º 27/2021 of April 16<sup>th</sup>, and who, cumulatively, hold the title of nurse specialist in Mental and Psychiatric Health 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 31<sup>st</sup> and Decree-Law n.º 27/2021 of April 16<sup>th</sup>. 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 Mental and Psychiatric Health 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 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>;
- j) 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 final 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 and the assessment and weighting system defined by the jury and presented in this notice.

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:  $FS = (0.4 \text{ TSPP} + 0.4 \text{ TS} + 0.2 \text{ ORA})$ . 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 Mental and Psychiatric Health Nursing from the Order of Nurses longer ago.

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

12.8 - 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.

12.9 - 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.

13 - Table - Grid including criteria, subcriteria and assessment system for the selection and seriation of candidates

Criteria	Weightings
1- Technical, scientific and professional performance (TSPP)	0,40
2- Teaching skills (TS),	0,40
3- Other activities deemed relevant (ORA) to the mission of the higher education institution	0,20

Criteria, sub-criteria and items	Maximum score per item	Maximum score per subcriterion
<b>1 Technical, scientific and professional performance of the candidate (TSPP) (max. 100 points)</b>		
1.1 - Professional Experience in Nursing	10	15
a) Professional practice in the nursing area carried out in Healthcare Institutions (1 point for each full year of professional activity)		
b) Professional exercise as a Higher Education Teacher with a contract in the area covered by this notice	10	
b <sub>1</sub> ) ≥ 58,3% (2 points for each semester);		

b <sub>2</sub> ) From 29,2% to 58,3% (1,5 points for each semester); b <sub>3</sub> ) Up to 29,2% (1 point for each semester).		
1.2 - Scientific production and dissemination <i>Note: Technical and scientific works in the area of nursing are considered. Candidates must refer to the bibliographical reference of the publications in APA format 7th edition and the DOI or link.</i> <i>In the case of a journal reviewer, a document issued by the editor of the journal should be attached.</i> a) Articles published in scientific journals a <sub>1</sub> ) As author or co-author of a paper published in a journal indexed in SJR (scopus) or JCR (web of science) (3 points per article); a <sub>2</sub> ) As author or co-author of an article published in a journal indexed in other databases (1.5 points per article); a <sub>3</sub> ) As author or co-author of an article published in a non-indexed scientific journal (0,5 points per article).	10	25
b) Article or abstract included in the minutes of a scientific event <i>Note: a "conference minute" is understood as the publication, with ISBN or ISSN, of any statement/presentation related to scientific events.</i> b <sub>1</sub> ) Author or co-author of an article published in a conference minute (1.5 points per article); b <sub>2</sub> ) Author or co-author of an abstract included in a conference minute (1 point per abstract); b <sub>3</sub> ) Edition/coordination of an e-book compiling conference minutes (1.5 points per e-book).	10	
c) Books and book chapters with ISBN c <sub>1</sub> ) Author or co-author of a book (3 points per book); c <sub>2</sub> ) Edition/coordination of books (3 points per book); c <sub>3</sub> ) Author or co-author of a chapter included in a book (2 points per book chapter).	10	
d) Member of the editorial board of a scientific journal (2,5 points per journal) e) Reviewer in indexed scientific journals (1 point per article reviewed)	5 5	
1.3 - Participation in research units and projects <i>Note: supporting documents issued by the Research Unit or the host Institution are required. They will have to include indication of the research teams in which they have participated, the name of the project, the funding entity (when funded), and the role the candidate has played in those research projects.</i> <i>The candidate can only score points in one of the items of a same project.</i> a) Integrated member of a research unit funded by Fundação para a Ciência e Tecnologia (FCT) (5 points)	5	10
b) Participation in completed or ongoing R&D projects funded by FCT or another entity that does not belong to the higher education institution/research unit: b <sub>1</sub> ) Researcher- responsible for the project (2 points per project); b <sub>2</sub> ) Researcher- member of the project (1 point per project).	5	
c) Team member of a completed or on-going R&D project that was did not get any external funding but that led, nonetheless, to publications in scientific journals or presentations in scientific events: c <sub>1</sub> ) Researcher responsible for the project (1 point per project); c <sub>2</sub> ) Researcher who was a member of the project (0,5 point per project).	5	
1.4 - Intervention in the scientific community a) Oral presentation/Conference at scientific events a <sub>1</sub> ) Guest lecturer or speaker at international scientific events (2 points for each) a <sub>2</sub> ) Guest lecturer or speaker at national scientific events (1 point for each); a <sub>3</sub> ) Oral communication at an international scientific event (1 point for each); a <sub>4</sub> ) Oral communication at a national scientific event (0.5 points for each).	15	25
b) Moderator/commentator at a national or international scientific event (0,5 points for each)	5	
c) Posters at a scientific event c <sub>1</sub> ) International scientific event (1 point for each poster); c <sub>2</sub> ) At national scientific event (0,5 points for each poster).	10	
d) Member of the organising or scientific committee of a scientific event (1 point for each)	5	
1.5 - Supervision or joint supervision of theses/dissertations/final reports/monographs, participation in juries of academic examinations and pedagogic supervision of teachers. a) Supervision or co-supervision of thesis/dissertation/internship reports/project work/final work/monograph a <sub>1</sub> ) PhD project or thesis (5 points for each); a <sub>2</sub> ) Master's thesis/internship with final report/project work (2,5 points for each); a <sub>3</sub> ) Final work/nursing degree monograph (2 points for each).	10	10
b) Participation in national or international juries of academic examinations and pedagogical orientation b <sub>1</sub> ) Doctoral examination juries (3 points for each);	10	

<p>b<sub>2</sub>) Specialist title examination juries in accordance with Decree-Law n.º 206/2009 of August 31<sup>st</sup> (2 points for each);</p> <p>b<sub>3</sub>) Doctoral dissertation/internship with final report/project work selection panels (2 points each);</p> <p>b<sub>4</sub>) Member of juries to assess nursing degrees monographs (1 point for each);</p> <p>b<sub>5</sub>) Pedagogic orientation of teachers (1 point for each).</p>		
<p>1.6 - Critical reflection carried out by the candidate on how the technical, scientific and professional performance has contributed to improve his/her performance in the position to which he/she is applying (up to 1000 words)</p> <p><i>Note: the points will be awarded considering how the referred activities have contributed to improve the performance in the position of associate professor, the way the ideas are presented, their relevance to the development of knowledge in Nursing.</i></p>	15	15
<p><b>2 - The candidate's Teaching Skills (TS) assessed on the basis of an evaluation of the quality and the extent of the candidate's teaching or training practice (max. 100 points):</b></p> <p>2.1 - Teaching activities (TA): curricular units taught and types of classes taught, in the different study cycles</p> <p>a) Academic tenure/ responsible for the Coordination and teaching of Course unit (5 points for each course unit per semester)</p>	15	25
<p>b) Teaching of some course units in the scientific area for which the competition is open (not as a responsible teacher) (2,5 points for each 14 hours taught per semester)</p>	15	
<p>2.2 - Production of teaching material (TM) and implementation of innovative techniques to support teaching</p> <p><i>Note: this includes the production or co-production of documents and other teaching material used in teaching activities. A certification of the pedagogical material issued by the responsible institutions is required (basic informative elements such as worksheets, guidelines, class support slides and assessment instruments used in the course units will not be considered).</i></p> <p>a) Production (as author or co-author) of teaching material and implementation of innovative techniques to support nursing education (5 points for each)</p>	10	15
<p>b) Teaching material published (ISBN; DOI) (5 points for each)</p>	10	
<p>2.3 - Experience as a nurse trainer (NT). Experience as a nurse trainer conducted in healthcare institutions or in higher education institutions (1 point for each 14 hours of training)</p>	5	5
<p>2.4 - Supervision/tutoring of curricular/clinical training courses:</p> <p>a) 175 hours of tutoring experience or practice in the nursing degree course (1 point)</p>	15	30
<p>b) 130 hours of tutorial guidance in the master's degree/specialization course in Mental and Psychiatric Health Nursing (1.5 points)</p>	15	
<p>c) Supervision of foreign students in international mobility programs that are deemed relevant to the mission of the institution (Erasmus or other Program) in Clinical Education/Internship (1 points per 100 hours)</p>	10	
<p>2.5 - Participation in extension activities</p> <p>a) Teaching in Professional Higher Technical Course that do not confer any sort of degree (1 point per 10 hours taught);</p>	5	10
<p>b) Participation in institutional committees (1 point per each)</p>	5	
<p>c) Recognition/distinctions, awards and scholarships (1 point per each)</p>	5	
<p>d) Involvement in volunteer activities (1 point per each)</p>	5	
<p>2.6 - The critical reflection made by the candidate on how his/her teaching activity has contributed to improve his/her performance in the position to which he/she is applying (up to 1000 words).</p> <p><i>Note: the score will be awarded considering the contributions of the activities mentioned to the performance in the position of assistance professor, the way the ideas are exposed, and their relevance to the development of nursing knowledge.</i></p>	15	15
<p><b>3 - Other activities that are relevant (ORA) to the mission of the institution (max. 100 points)</b></p> <p>3.1 - Academic degree and/or titles</p> <p>a) Holding a PhD in Nursing, a nurse specialist title in accordance with Decree-Law No. 206/2009, of August 31<sup>st</sup> and a nurse specialist title in Mental and Psychiatric Health awarded by the Order of Nurses</p>	65	65
<p>b) Holding a PhD in Nursing and a nurse specialist title in Mental and Psychiatric Health awarded by the the Order of Nurses</p>	60	
<p>c) Holding a PhD in other field and a specialist title in Nursing in accordance with Decree-Law 206/2009 and a nurse specialist title in Mental and Psychiatric Health awarded by the the Order of Nurses</p>	55	
<p>d) Holding a Nurse Specialist title in accordance with Decree-Law No. 206/2009 and a nurse specialist title in Mental and Psychiatric Health awarded by the Order of Nurses</p>	50	
<p>3.2 – Participation in top management bodies or structures that are deemed relevant to the mission of the institution (Higher Education Institutions, Health Institutions and Nursing Organizations) (5 points for each full year)</p>	10	10
<p>3.3 - Participation in professional, cultural, social, and other groups/activities, deemed relevant by the candidate and not included in the previous parameters (2.5 points per each) <i>Note: in this criterion, only activities whose nature does not allow their inclusion in the previous parameters will be considered</i></p>	10	10

<p>3.4 - The critical reflection made by the candidate about the contributions of other activities relevant to the performance of the function to which he is applying (up to 1000 words)  <i>Note: the score will be awarded considering the contributions of the activities mentioned to the performance of the functions of adjunct professor, the way the ideas are exposed and their relevance to the development of nursing knowledge.</i></p>	15	15
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14 - Member of the Jury: Mental and Psychiatric Health Nursing

**President**

Coordinating Professor: Cláudia Margarida Correia Balula Chaves; President of the Technical and Scientific Council of the School of Health of Viseu, by delegation of powers by the President of the Polytechnic Institute of Viseu.

**Permanent Members**

- Tereza Maria Mendes Dinis de Andrade Barroso, Professora Coordenadora da Escola Superior de Enfermagem de Coimbra;
- Maria Isabel Soares Parente Lajoso Amorim, Professora Coordenadora da Escola Superior de Saúde do Instituto Politécnico de Viana do Castelo;
- Lino Alexandre Andrade Martins dos Ramos, Professor Coordenador da Escola Superior de Saúde do Instituto Politécnico de Setúbal;
- Ermelinda de Fátima Dias da Cunha de Macedo, Professora Coordenadora da Escola Superior de Enfermagem da Universidade do Minho;
- Isilda Maria de Oliveira Carvalho Ribeiro, Professora Coordenadora da Escola Superior de Enfermagem do Porto.

**Alternate Members**

- Maria Isabel Dias Marques, Professora Coordenadora da Escola Superior de Enfermagem de Coimbra;
- Carlos Alberto Cruz Sequeira, Professor Coordenador da Escola Superior de Enfermagem do Porto.

15 - The president of the jury shall be replaced in her absence and impediments by the first permanent member.

16 - 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.

17 - 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.

O Presidente do Instituto Politécnico de Viseu - Professor Doutor José dos Santos Costa