

## POLYTECHNIC INSTITUTE OF CASTELO BRANCO

Internal competition for promotion to fill a post in the category of coordinating professor in the area CNAEF 723 - Nursing.

It is made public that, by my order of 14 March 2023, the opening of an internal documentary competition for promotion to the category of coordinating professor was authorised, for a period of 30 working days, counting from the date of publication of this notice in the Diário da República, with a view to filling a position of Coordinating Professor, of the teaching staff map of the Polytechnic Institute of Castelo Branco, in Area CNAEF 723 - Nursing.

1- Applicable legislation:

- a) Statute of the Career of Teaching Staff of Polytechnic Higher Education (ECPDESP) approved by Decree-Law no. 185/81 of 1/07, in its current version;
- b) Recruitment and Hiring Regulation of the Career Teaching Staff of the Polytechnic Institute of Castelo Branco, published in the D.R., 2nd series of 15 March 2021;
- c) Decree-Law no. 112/2021, of 14 December, which allows higher education institutions to open internal competitions for the promotion of assistant professors and coordinators.
- d) Law no. 35/2014, of 20 June, in its current wording.

2- Place of work - Polytechnic Institute of Castelo Branco and other places where ESALD develops its activities;

3- Number of posts to be filled - 1.

4- Type of legal employment relationship - Employment contract in public functions for an indefinite period.

5- Functional content - The coordinating professor is responsible for carrying out the functions set out in Article 3(5) of the ECPDESP, as well as the functions in accordance with the institution's internal regulations, with the remuneration provided for in the remuneration system for teaching staff in polytechnic higher education.

6- Admission Requirements

6.1- The general admission requirements are those provided for in Article 17 (c), (d) and (e) of the General Labour Law in Public Functions, approved by Law No. 35/2014, of 20 June:

- You must not be disqualified from performing public duties;
- You must be physically robust and have a mental profile that is essential for the performance of your duties;
- Have complied with compulsory vaccination laws.

6.2- Special Requirements

Special admission requirements (cumulatively) are those provided for in article 19 of ECPDESP and in paragraph 2 of article 3 of Decree-Law no. 112/2021, and may be opposed to the competition:

- a) Teachers with an indefinite contract with the Polytechnic Institute of Castelo Branco, even if the respective trial period has not been completed and who belong to the staff map in which the competition is opened;
- b) Teachers holding a doctoral degree or specialist title, obtained more than five years ago, in the area for which the competition is open.

### 6.3- Admission requirements on absolute merit:

The minimum requirements for admission on absolute merit are those set by the Technical-Scientific Council of the School, and all candidates who fulfil the following criteria will be considered approved:

- i) The candidate must have obtained a classification equal to or greater than 85 points (mention of Excellent) in the performance evaluation of the teachers of the Polytechnic Institute of Castelo Branco in the previous two evaluation cycles, in the last ten (10) years;
- ii) The candidate must be author/co-author of publications with scientific or technical arbitration, in the scientific/disciplinary area of the competition, in the last ten (10) years -  $\geq 6$ ;
- iii) Each candidate must fulfil at least ONE of the following indicators:
  - iii.i) Have coordinated or participated as a researcher in applied research, development or technical projects validated by the CTC, national and international, in the last ten (10) years -  $\geq 1$ ;
  - iii.ii) Having been part of scientific committees or organising events (conferences, seminars, congresses, concerts, parades or juries), national and international, relevant in the area of the competition, in the last ten years -  $\geq 4$ ;
- iv) Having taught and been a lecturer (responsible, including the elaboration of the programme of the UC) of different curricular units, relevant to the area of the competition, in the last ten (10) years -  $\geq 5$ ;
- v) Having supervised Bachelor's degree projects, internship reports or Master's dissertations or co-supervised a PhD thesis, completed with approval, in the last ten (10) years -  $\geq 10$ ;
- vi) Participation in management bodies at the Polytechnic Institute of Castelo Branco, namely in the governance of the School or its associated research units, in the coordination of a scientific area, or in the coordination of courses, in the last ten (10) years -  $\geq 4$  semesters.

7. Period of validity: this competition is intended solely to fill the above-mentioned post and will end when it is filled.

### 8. Form of submission of the application:

8.1- Applications must be formalised by means of a paper application, addressed to the President of IPCB, in Portuguese, and may be delivered in person or sent by post, by registered letter with acknowledgement of receipt, to the following address: Instituto Politécnico de Castelo Branco, Av. Pedro Álvares Cabral, n.º12, 6000-084 Castelo Branco, until the deadline set for the submission of applications, taking into account, in this case, the date of the respective registration.

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

8.3- The application for admission must include the following updated information:

- a) Identification of the competition you are applying for and reference to the Official Gazette in which this notice was published;
- b) Identification of the candidate (full name, e-mail address and telephone contact);
- c) Academic qualifications and/or professional/academic titles;
- d) Identification of the professional category, group or disciplinary area to which he/she belongs, length of service as a higher education teacher.

9. Application for admission:

9.1- The application for admission to the competition must be accompanied by the following documents:

- a) Statement of length of service issued by the service, showing seniority in the category, legal relationship and date of obtaining the degree of Doctor or Specialist;
- b) Criminal record certificate;
- c) Medical certificate, proving the existence of physical robustness and psychic profile for the exercise of public functions, issued by a doctor in the exercise of his function;
- d) Updated compulsory vaccination bulletin;
- e) The documents listed in points b), c) and d) may be replaced by a document from the candidate stating his/her situation regarding the general requirements for admission to the competition;
- f) Documents proving that the candidate fulfils the legal conditions referred to in point 6.2 of this notice;
- g) Two copies in digital format (PDF) of the curriculum vitae;
- h) Two copies in digital format (PDF) of the works selected by the candidate as most representative of his/her curriculum vitae, up to a maximum of five works;
- i) Two copies in digital format (PDF) of the other diplomas or certificates of the courses mentioned in the curriculum vitae;
- j) Candidates holding foreign qualifications must provide proof of recognition, equivalence or registration of the PhD degree, in accordance with the applicable legislation;
- k) A complete list of the documents submitted, indicating the location of the curricular elements of the applications.
- l) Declaration on honour regarding the veracity of the information submitted by the candidate.
- m) Whenever the jury deems it necessary, it may request additional documentation from the candidates in accordance with the provisions of the Statute (article 23, no. 4) and article 26 of the IPCB Recruitment and Hiring Regulations.

10. Exclusion:

Candidates are excluded if:

- a) Do not meet the requirements set out in points 6.1, 6.2 and 6.3 of this notice;
- b) Do not submit the documents required in point 9 of this notice;
- c) Submit the documents after the deadline stipulated in this notice.

- d) The candidate must submit a declaration of honour on the veracity of the documents;
11. Failure to submit the documents referred to in the curriculum vitae implies that the elements that should be proved will not be valued.
12. Candidates are exempted from submitting documents that already exist in their personal file, which must be expressly mentioned in their application for admission.

### 13. Relative Merit

#### Criteria for the selection and ranking of candidates

The selection and ranking criteria for assessing the merit of candidates for the duties to be performed are those set out in points (a), (b) and (c), which have been given the weighting indicated:

- a) Relevant technical-scientific and professional performance in the disciplinary area in which the competition is open: (40 %);
- b) Relevant pedagogical capacity in the subject area in which the competition is open: (40 %);
- c) Other activities relevant to the mission of the institution: (20 %);

#### 13.1- Technical, scientific and professional performance (TSPP)

In the assessment of technical-scientific and professional performance, the following parameters and items are weighted:

- a) Technical-scientific production in the area of the competition (30 points):

- i) Authorship or co-authorship of scientific or technical-scientific books;*
- ii) Authorship or co-authorship of chapters in scientific or technical-scientific books;*
- iii) Authorship or co-authorship of articles in peer-reviewed scientific journals;*
- iv) Other publications relevant to the area of the competition;*
- v) Participation in Conferences and other scientific meetings:*
  - 1- Publications in proceedings of peer-reviewed scientific meetings;*
  - 2- Oral or poster communications;*
  - 3- Participation as invited speaker in congresses, conferences and seminars of a scientific nature.*
- vi) Coordination/editing of scientific publications:*
  - 1- Editor of scientific journals;*
  - 2- Editor/organiser of scientific books;*
  - 3- Member of editorial committees of scientific journals.*

- b) Quality and dissemination of the results of the research activity (20 points):

- i) Number of citations of their scientific production, using as reference the Google Scholar search engine or others;*
- ii) Organisation of national and international congresses, conferences and seminars;*
- iii) Member of the Scientific Committee of congresses, conferences and seminars;*
- iv) Review of scientific articles or books or book chapters;*
- v) Evaluation of scientific research projects.*

- c) Research, innovation and development projects in the area of the competition (15 points):

- (i) Head of national research and development projects;*
- ii) Member of national research and development projects;*
- iii) Head of international research and development projects;*
- iv) Member of international research and development projects;*

d) Supervision of academic work (15 points):

- (i) supervision of research work leading to master's, doctoral or post-doctoral degrees (completed).

d) Participation in juries (10 points):

- i) Participation in doctoral juries, as an arguer;
- ii) Participation in master's degree juries, as an examiner;
- iii) Participation in doctoral juries as a member;
- iv) Participation in master's degree juries, as president;
- v) Participation in master's degree juries as a member;
- vi) Participation in other academic juries (doctoral projects);
- vii) Participation in undergraduate juries, as chairperson;
- viii) Participation in undergraduate juries, as an examiner;
- ix) Participation in juries for the title of Specialist.

f) Transfer of knowledge (5 points):

- i) Patents and prototypes;
- ii) Provision of services to external institutions.

g) Prizes, scholarships and honours (5 points):

- (i) Scientific and academic prizes and distinctions from scientific societies or public and private organisations;
- ii) Scholarship for study or work periods and stays in research centres or international institutions.
- iii) Participation in international mobility (Erasmus).

13.2- Pedagogical capacity (PC).

In the assessment of teaching ability, the following parameters and items are weighted:

a) Teaching duties (50 points):

- (i) Experience and quality of teaching work;

1- Teaching experience in the area of the competition;

2- Distinct curricular units taught in study cycles in the area of the competition;

3- Elaboration/responsibility of curricular unit programmes in the area of the competition;

4- Elaboration of manuals and support material for teaching activity;

5- Pedagogical coordination-responsibility of curricular units, coordination/participation in groups or committees of institutional evaluation of courses with presentation of reports.

b) Pedagogical collaboration with other institutions (10 points):

- i) Pedagogical collaboration with national higher education institutions;

- ii) Pedagogical collaboration with international higher education institutions;
  - iii) Pedagogical collaboration with other national and international public and private institutions/organisations.
- c) Other pedagogical orientations (30 points):
- i) Supervision of undergraduate work or equivalent (completed);
  - ii) Guidance of postgraduate work (completed);
  - iii) Orientation of internships
- d) Other activities relevant to the pedagogical performance that the jury deems relevant in the disciplinary area, or areas related to that in which the competition is opened (10 points).

13.3- In the assessment of other relevant activities (OAR) for the mission of the institution, the following parameters and items are weighted:

- a) Holding management and organisational positions and functions (40 points):
- (i) Performance of management positions or activities;
  - ii) President/Coordinator of collegial bodies;
  - iii) Coordinator of a Scientific Area or Department;
  - iv) Coordinator/Coordinator of teaching and research, development and innovation units or laboratories;
  - v) Coordinator of a CTeSP, bachelor's or master's degree course;
  - vi) Member of master's degree scientific committees;
  - vii) Member of an Institutional Committee;
  - viii) Other management, coordination and organisational positions and functions.
- b) Extension and evaluation activities of projects and institutions (15 points):
- c) Participation in juries of competitions for teaching staff (10 points);
- d) Participation in committees/working groups with reports prepared (15 points);
- e) Other activities relevant to teaching and research, namely community service within the scope of the institution's mission (10 points);
- f) Participation in national and international organisations of scientific, professional, social or cultural interest (10 points).

14. A classificação final (FC) resulta da aplicação da seguinte fórmula:

$$FC = 0,40 \times TSPP + 0,40 \times PC + 0,20 \times OAR$$

em que:

TSPP - Technical-scientific and professional performance.

PC - Pedagogical capacity.

OAR - Other activities relevant to the institutional mission

15. The deliberations of the jury are taken by means of a reasoned roll-call vote, by an absolute majority of the votes of the members present at the meeting, with no abstentions allowed.

16. At the end of the application assessment phase, the jury will deliberate, in a reasoned manner, according to the selection and ranking criteria and the final evaluation and classification system,

drawing up a list of unsuccessful and successful candidates in absolute merit and, among these, a serialised list of successful candidates, which results from the quantitative classifications obtained by each of them.

17. The lists are communicated to the candidates, for the purpose of holding the hearing of interested parties, under the terms of the CPA, being the notification made by email, within three working days.

18. Once the hearing of interested parties has been held, the jury will consider the issues raised within 10 working days.

19. Access to the Minutes - The minutes of the jury are made available to candidates whenever requested for consultation.

20. The deadline for the jury's final decision cannot exceed 90 consecutive days, counted from the deadline for submission of applications.

21. Once the procedure provided for in the previous paragraph has been completed, the lists accompanied by all the jury's deliberations are submitted to the President of the IPCB for approval.

22. The documentation presented by the candidates is destroyed if its return is not requested within a maximum period of one year after the end of the competition.

23. Composition of the jury:

23.1- The jury is composed of the following members:

President: Professor Arminda da Conceição dos Santos Guerra e Lopes, Coordinating Professor of the School of Technology of the Polytechnic Institute of Castelo Branco.

Effective members: Professor Ana Maria Jorge, Coordinating Professor of the School of Health of the Polytechnic Institute of Guarda

Professor João Carlos Barreiros dos Santos, Coordinating Professor of the Nursing School of Lisbon

Professor Dr Esperança do Gago Alves Pereira, Coordinating Professor, School of Nursing, University of Minho

Professor Dr Carlos Manuel de Sousa Albuquerque, Coordinating Professor, School of Health, Polytechnic Institute of Viseu.

Professor Dr Maria Aurora Gonçalves Pereira, Coordinating Professor of the School of Health of the Polytechnic Institute of Viana do Castelo.

Alternate members: Professor José Manuel Preto Ribeiro, Coordinating Professor of the Dr Lopes Dias Higher School of Health of the Polytechnic Institute of Castelo Branco.

Professor Maria Fernanda Neto Saraiva Ribeiro Cruz, Coordinating Professor of the Dr Lopes Dias School of Health of the Polytechnic Institute of Castelo Branco.

23.2- The President of the jury, in his absence or impediment, will be replaced by the first effective member in the order in which they are presented.

24- This notice is published in the Diário da República, 2nd series and on the IPCB website, at [www.ipcb.pt](http://www.ipcb.pt), in Portuguese and English.

25- In compliance with paragraph h) of article 9 of the Constitution, IPCB actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, taking care to avoid any form of discrimination.

Castelo Branco, 3 July 2023, the President António Augusto Cabral Marques Fernandes