

Public Notice

It is made known that, by Order no. 20/R/2019, of February 14, of the Rector of the University of Madeira, and for a period of thirty working days, counted immediately from the date this Public Notice is published in the *Diário da República*, a qualification-based competition is open for one vacancy for Assistant Professor, in the field of Service Design, within the Faculty of Arts and Humanities, as determined by articles 37 to 51, 61 and 62-A of the University Faculty Statute (*Estatuto da Carreira Docente Universitária* (ECDU)), republished by Decree-Law no. 205/2009, of August 31, and Law no. 8/2010, of May 13, and in accordance with the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, Regulation no. 268/2014, published in the *Diário da República*, 2nd series, no. 122, of June 27, 2014.

This competition shall be entered (registered) at the Public Employment Listing (*Bolsa de Emprego Público* (BEP)), within two working days after it is published in the *Diário da República*, as determined by Decree-Law no. 78/2003, of April 23.

The joint order no. 373/2000, of March 31, of the Minister of State Reform and Public Administration and of the Minister for Equality made compulsory the inclusion of the following reference in all civil service recruitment procedure notices: «In compliance with subparagraph *b*) of article 9 of the Constitution, the Public Administration, as the employing entity, actively promotes a policy of equality of opportunities between men and women in access to employment and professional development, scrupulously ensuring that any form of discrimination is prevented».

I — Admission requirements

1 — Pursuant to article 41-A of the ECDU, only those who hold a doctorate degree may apply to this tender.

2 — Holders of a doctorate degree obtained abroad must have equivalence, recognition or registration of that degree to the same degree granted by a Portuguese university, pursuant to applicable law.

3 — The equivalence, recognition or registration of the doctorate degree shall be obtained up to the deadline for the submission of applications.

4 — The candidates must, also, meet the general requirements provided for in Law no. 35/2014, of June 20, namely:

- a) Non-inhibition to carry out public duties, or the non-interdiction of carrying out those he/she proposes to perform;

- b) Physical strength and psychological profile required for the exercise of functions;
- c) Compliance with mandatory vaccination laws.

II — Profile for which this position is open: the vacancy is open for the standard profile 'M' (Mixed profile of teaching, research and service to the University), in accordance with its characterisation as enshrined in the Faculty Workload Allocation of the University of Madeira and in the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira.

III — Admission Statement Requirement:

1 — In accordance with the ECDU, and in line with the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, the admission statement to the competition must include the following information:

- a) Updated *curriculum vitae* of the candidate, with the activity developed within teaching, research and knowledge valorisation, academic service and university management, as well as other activities relevant to their pedagogical and scientific performance and to the Institution's mission, taking into account the parameters set for the evaluation and ranking of the candidates in item X of this Notice. In the *curriculum vitae*, in addition to the complete list of publications, the candidate shall also highlight up to five publications/works he/she considers most representative, in particular with regard to his/her contribution to the development and evolution of the disciplinary field for which the tender is open. This selection should be accompanied by a short descriptive explanation in which the candidate explains his/her contribution;
- b) Copy of the publications/works mentioned in the *curriculum vitae*, by the candidate, as most representative;
- c) Names and contacts of two referrals, one of which should represent the last or current employer or supervisor, where applicable;
- d) Candidate's statement, under oath, indicating willingness to take up functions on a permanent basis in the Autonomous Region of Madeira
- e) An e-mail address to be used by the University of Madeira to send notifications to the candidate;
- f) Documents attesting the fulfilment of the conditions set out in item I of this Public Notice.

2 — Documents proving the fulfilment of conditions set out in paragraph 4 of item I of this

Notice may be waived, provided that the candidates declare, in the application statement, under a commitment of honour, that they meet such requirements. The candidate filling the vacancy must provide the documents supporting the situations declared.

3 — Candidates who are not Portuguese nationals or are from a country whose official language is not Portuguese, must, also, submit a sworn statement, stating that if he/she does not master the Portuguese language and is selected to fill the vacancy, he/she undertakes to acquire, within one year following the signing of the contract, a level of knowledge of Portuguese language (written and spoken) that allows the allocation of teaching service, without any communication limitations.

4 — The application statement must include the following data:

- a) Complete identification (name, civil state, affiliation, place of birth, date of birth, number and date of the Identity Card or appropriate document legally recognised for that effect, its validity and issuing entity, address, postcode and telephone);
- b) Academic qualifications;
- c) Category, length of service as a university professor, institution and organic unit to which he/she belongs, if applicable;
- d) Any other elements that the candidate considers may have influence in the appreciation of his/her merit or are reason for legal preference, elements which, however, will be taken into account if duly proven, and if the jury so decides;
- e) Competition and category to which he/she is applying, referring the *Diário da República* where this Notice is published;
- f) Date and signature.

5 — The application shall be formalised with an admission statement addressed to the Rector of the University of Madeira, in hard copy, which may be handed in personally at the Human Resources Unit, at *Colégio dos Jesuítas, Rua dos Ferreiros, 9000-082, Funchal*, or sent, by registered surface mail, with stamp dated, until the end of the deadline established for the submission of applications.

6 — Opponents to this competition must also submit an admission statement by electronic mail to the email address recursoshumanos@uma.pt, together with the documentation required in the public notice.

7 — All the mentioned documentation must be submitted in paper format and also in digital format (CD, DVD or flash drive), duly identified, including the signed documents, which are to be provided in portable document format, common PDF, with the respective signature.

8 — The required documentation can be presented in Portuguese or English.

IV — Admission to the competition

1 — The Rectory will inform the applicants of the order of admission or non-admission to the competition, which will be based on whether they fulfil the requirements established for such.

2 — Failure to submit supporting documents or works, legally required under this notice, or their presentation after expiry of the relevant period, determines the exclusion to the competition.

V – Admission on absolute merit

1 — Before ordering the admitted candidates, the jury shall deliberate approval or non-approval on absolute merit, by a justified roll-call vote, where no abstentions are allowed.

2 — Candidates who obtain a favourable vote of more than half of the members of the jury present at the meeting are considered approved in absolute merit.

3 — The admission of candidates in absolute merit, will depend on whether they have:

- a) A Doctoral Degree in Design, and
- b) A global curriculum considered by the jury as having scientific merit, research capacity and pedagogical activity already developed, compatible with the disciplinary field of the competition and appropriate to the teaching category.

VI – Seriation of candidates admitted in absolute merit: Candidates admitted in absolute merit shall be evaluated and ordered by the jury, in relative merit, pursuant to item XI of this Notice; taking into account the seriation criteria indicated in item X of said Notice.

VII — Procedures foreseen for the competition: The procedures foreseen for the competition are those laid down for an ordinary process embodied in the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, namely as to the:

- a) Pronouncement - the deadline for interested parties to express their opinion on the matter is ten working days after:
 - i) The date of the email delivery notification;
 - ii) The date of the letter, respected the three-day surface mail deadline;
 - iii) The date of the personal notification;
- b) Hearing of candidates:

Conducting public hearings should be left to the discretion of the jury, in accordance with subparagraph b) of paragraph 4 of article 50 of the ECDU.

VIII — Calendar of the Competition: The indicative calendar for the competition is as follows:

a) Period for receiving applications:

Deadline established by the Public Notice: 30 working days after the opening of the competition has been published.

b) Publicizing the list of admitted candidates:

Indicative deadline: within 15 consecutive days after the end of the period for the submission of applications.

c) Request for extra documentation:

Indicative deadline: At any time after the publication of the list of admitted candidates, until the ordering of the candidates approved in absolute merit, by the jury;

d) Publication of the list of candidates approved in absolute merit:

Indicative deadline: within 30 days following the publication of the list of admitted candidates.

e) Public Hearings:

Indicative deadline for the decision to carry it out: up to 15 consecutive days after the list of admitted candidates is made public;

Indicative deadline for hearings to be held: It shall be convened at least 10 days in advance and be held up to 30 consecutive days after the decision to carry it out, if it is determined;

f) Ranking process of the candidates approved in absolute merit and pronouncement of the final decision, publication of the minutes and of the ordered list of candidates:

Indicative deadline: up to 90 consecutive days after the approval of candidates in absolute merit;

g) Remittance of the competition documentation to the Rector:

Indicative deadline: 10 days maximum after issuing the final decision;

h) Homologation of the results of the competition and its minutes by the Rector and communication of results:

Indicative deadline: 10 days maximum after receipt of all the documentation regarding the competition.

IX — Composition of the Jury: The jury consists of the following members:

President: Rector of the University of Madeira

Voting members:

Doutor Fernando José Carneiro Moreira da Silva, Professor Catedrático da Faculdade de Arquitetura da Universidade de Lisboa;

Doutora Maria João Pestana Noronha Gamito, Professora Catedrática da Faculdade de Belas Artes da Universidade de Lisboa;

Doutor Raul José Ribeiro de Matos Cunha, Professor Associado da Faculdade de Belas Artes da Universidade de Lisboa;

Doutora Rita Assoreira Almendra, Professora Associada da Faculdade de Arquitetura da Universidade de Lisboa;

Doutora Teresa Cláudia Magalhães Franqueira Baptista, Professora Associada da Universidade de Aveiro.

X — Criteria for the seriation of the candidates

1 — The criteria for the seriation of the candidates take the following aspects of the performance of faculty staff into account:

- a) Pedagogical Activity — 45% of the final classification of the candidate;
- b) Research Activities and knowledge valorisation — 35% of the final classification of the candidate;
- c) Academic service activities and university management — 20% of the final classification of the candidate.

2 — In each of these criteria, the following parameters should be considered:

a) Pedagogical Activity — Assessment, in this component, will take into account the following criteria and specific parameters:

- i. Teaching at the level of higher education and other teaching activities, taking into account the quality and diversity of the work developed, at pre and post-graduate level, and attendance of pedagogical training actions — 70%;
- ii. Ability to stimulate pedagogical projects, including new degrees or study programs, pedagogical innovation activities or the development of pedagogical laboratories, and actions related to exchange, mobility and cooperation programs — 15%;
- iii. Production of pedagogical material, namely books, articles in pedagogical publications and other student support documents — 15%;

b) Research Activities and knowledge valorisation — Assessment, in this component, will take

into account the following criteria and specific parameters:

- i. Scientific production, in the form of authorship of articles in scientific journals, books, book chapters and articles in congress proceedings, taking also into account its impact and acknowledgement within the relevant community. In this parameter, it should be taken into consideration the importance of the works that were selected by the candidate as most representative, particularly in relation to the development of the disciplinary field of the competition — 50%;
- ii. Leadership and participation in research units and projects — 15 %;
- iii. National and international acknowledgement, in particular for participation in boards of scientific journals and in juries of scientific awards, scientific committees and in national and international research networks, and supervision of academic dissertations — 15 %;
- iv. Registered patents, provision of services, organisation and participation in scientific and cultural events, and other activities aimed at the dissemination and economic and social valorisation of knowledge — 20%;

c) Academic service activities and university management — Assessment in this component will take into account the following criteria and specific parameters:

- i. Participation in university management and coordination positions, of the units and organic subunits and of the degrees — 70%;
- ii. Participation in evaluation activities of an academic nature, namely juries of academic exams and tenders — 15%;
- iii. Participation in other tasks assigned by the management bodies falling within the scope of university teaching activity — 15%.

3 — The criteria for untying candidates are the following, by order of priority:

- i) Classification obtained in the criterion Research activities and knowledge valorisation;
- ii) Classification obtained in the criterion Pedagogical Activity;
- iii) Classification obtained in the criterion Academic service activities and university management.

XI — Final ordering of candidates:


The jury will use the following voting method in order to obtain an absolute majority in the final ranking of candidates:

The first voting is intended to determine the candidate to be put in first place. If a candidate receives more than half of the votes of the members of the jury present at the meeting, he/ she will be placed in first place. If the applicant in first place is not determined, the voting will be repeated, but only among the candidates who received enough votes to be considered for first place, once the applicant least voted in the first round is removed. If there is more than one candidate in the position of least voted there will be another voting with only these candidates in order to determine who is to be eliminated. If the tie persists in relation to the same set of candidates, the President of the jury will decide which candidate is to be eliminated. If at this point there continues to be a tie among two or more applicants, the president of the jury will decide which of them is to be eliminated. Once this elimination is made, the jury returns their attention to the first vote, but only with the remaining candidates. The process is repeated until one applicant receives more than half the votes for first place. The process is repeated for second place and so forth until an ordered list of all admitted candidates is complete.

This Public Notice was written and will be posted at the relevant places.

Funchal and Universidade da Madeira, on February 14, 2019.

The Rector



Professor José Carmo