



## PUBLIC

## NOTICE

It is made known that, by order no. 51/R/2013 of the Rector of the University of Madeira, and for the period of thirty five 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 “*Professor Auxiliar*” (Assistant Professor), in the *Field of Psychology* of the Competence Centre of Arts and Humanities, as determined by articles 37 to 51 of the Statute of the University Teaching Career (*Estatuto da Carreira Docente Universitária - ECDU*), republished in an annexe to Decree-law no. 205/2009 of August 31<sup>st</sup>, and further legislation in force, and in accordance with the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, Regulation no. 362/2010, published in the *Diário da República*, 2<sup>nd</sup> Serie - no. 77 – 21<sup>st</sup> April, 2010.

This competition will be entered (registered) at the Public Employment listing (BEP - *Bolsa de Emprego Público*), within the period of two working days after it is published in the *Diário da República*, as determined by Decree-law no. 78/2003, of 23<sup>rd</sup> April.

The joint order no. 373/2000, 31<sup>st</sup> March, of the Minister for the Reform of the State and Public Administration and the Minister for Equality, determines the obligation of the inclusion of the following in competitions of admission and access: in compliance with paragraph h) of article 9 of the Constitution, the Public Administration, while employer, actively promotes a policy of equality of opportunities between men and women in the access to employment and professional progression, scrupulously providing all means for the avoidance of any type of discrimination.

**I - General and special admission requirements** - in conformity with the established in article 41 of the Statute of the University Teaching Career (*Estatuto da Carreira Docente Universitária - ECDU*), published in an annexe to Decree-law no. 205/2009 of August 31<sup>st</sup>, those holding a license degree and a doctorate degree in Psychology may apply.

**II – Vacancy profile** – The vacancy is open for the Teaching profile (“Docente – D”), accordingly to its characterization described in the Regulation of Teaching Staff Service and in the Regulation of Recruiting, Selection and Hiring of Teaching Staff of the University of Madeira.

**III - Admission Statement Requirements** - In conformity with the Statute of the University Teaching Career (*Estatuto da Carreira Docente Universitária - ECDU*),

published in an annexe to Decree-law no. 205/2009 of August 31<sup>st</sup>, and in accordance with the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, republished in the *Diário da Republica*, 2<sup>nd</sup> Serie -no. 77 - 21<sup>st</sup> April, 2010, the admission statement to the competition must include:

- a) A document which proves that the conditions established in no. 1 are met;
- b) Six copies, printed or photocopied, of the candidate's curriculum vitae, with indication of scientific performance, including publications, namely as regards to the development of the disciplinary field of the competition, as well as in of the pedagogical activities carried out, and other activities relevantes to the mission of the Higher Education Institution.
- c) Declaration of the candidate's motivations towards the present competition;
- d) Copies of at least two up to five works selected by the candidate as the more representative of their curriculum vitae;
- e) Report referring the candidate's work in the scientific and pedagogical areas, as well as other relevant activities for the mission of Universidade da Madeira, specially during the post PhD period;
- f) Brief report of a previously lectured course, when applicable;
- g) A complete course description program project for the disciplinary area to which the vacancy is open, including the definition of the objectives, description of the pedagogical strategies, discrimination and justification of the contents, distribution of contact hours, evaluation process, and development of research competences by the students;
- h) Names and contacts of two referrals, where one of them should be from your actual or former employer, when applicable;
- i) A document that proves the non-inhibition to carry out public duties, or the non-interdiction of carrying out those she/he proposes to perform;
- j) A document that proves that military or civic duties have been fulfilled, when obligatory;
- k) Simple copy of the Identity Card, or appropriate document legally recognised for the effect;

**IV** -The documents referred to in paragraphs i) and j) of *item III* may be waived as long as the candidates declare, under oath, in separate paragraphs, in the application statement, the situation they are in with relation to each of those requirements.

**V** -The candidates belonging to the University of Madeira are not required to present the documents referred in paragraphs i) and j) of *item III*, as long as these are already part

of their personal files, and if this fact is expressly declared.

**VI** -The application statement must include the following data:

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

The application should be formalised with an admission statement directed to the Rector of the University of Madeira, which may be handed in personally at the Human Resources Unit, at Colégio dos Jesuítas, Praça do Município, 9000-081 Funchal, or sent, by registered surface mail, with stamp dated until the end of the deadline established for the submission of applications.

All documents referred must be obligatorily handed in as soft copy - a duly identified dvd -, including the signed documents, which should be delivered in *portable document format (pdf)* with the respective signatures. All works referred in the curriculum vitae must also be handed in as soft copy, in *pdf format*.

**VII** – The Rectory will inform the applicants of the order of admission or non-admission to the competition, which will be based on whether the candidates fulfil the requirements established for this competition.

**VIII – Envisaged Competition Procedures** – The envisaged procedures for the qualification based competition are the ones indicated in the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, namely and relatively to:

- a. In the pronouncement of interested** - the deadline for interested parties to comment is ten working days, counted from:

- i. The date of receipt of delivery of the e-mail;
- ii. The date of registration of the letter, observing the delay of three days of mail;
- iii. The date of personal notification.

**b. At hearings of the candidates:**

The existence of public hearings to applicants should be decided by the jury, in accordance with subparagraph b) of paragraph 4 of Article 50 of ECDU.

**IX – Competition Calendar** – The indicative timetable for the competition is as follows:

**a.Period of receipt of applications**

Deadline set by the call: 35 working days after the date of publication of the competition call.

**b.Request of any additional documentation**

Indicative term: maximum of 10 days after the end of the period of receipt of applications.

**c.Pre-selection of candidates**

Indicative term: maximum of 15 days after the deadline for the receipt of applications.

**d.Publication of list of the admitted candidates**

Indicative term: maximum of 15 days after the deadline for receipt of applications.

**e.Announcement of timetable and schedule of public hearings**

Indicative term: if there are, up to 3 days after the publication of the list of the admitted candidates.

**f.Public hearings**

Indicative term: the hearings, if any, will take place from a minimum of 5 calendar days after the date of the public announcement of the timetable and schedule of the hearings, and a maximum of 15 calendar days after publication of the list of admitted candidates.

**g.Selection process of candidates and delivery of the final decision and publication of the minutes and the ordered list of candidates**

Indicative term: maximum of 15 days after the end of the public hearings, if any, or after publication of the list of admitted candidates.

**h.Submission of the competition documentation to the Rector**

Indicative term: maximum of 10 days after delivery of the final decision.

**i.Approval of the outcome of the competition and the respective minutes by the Rector and communication of results**

Indicative Term: maximum of 10 days after delivery of the final decision.

**X – Jury** - The Jury is composed of the following members:

**President:**

Rector of Universidade da Madeira

**Members:**

Doutora Ana Paula Relvas, Full Professor, Faculty of Psychology and Sciences of Education, Universidade de Coimbra;

Doutor Saul Neves de Jesus, Full Professor, Faculty of Social and Human Sciences, Universidade do Algarve;

Doutora Maria Eduarda Carlos Castanheira Fagundes Duarte, Full Professor, Faculty of Psychology and Sciences of Education, Universidade de Lisboa;

Doutora Maria Teresa Pires de Medeiros, Full Professor, Department of Sciences of Education, Universidade dos Açores;

Doutor Carlos Fernandes da Silva, Full Professor, Department of Education, Universidade de Aveiro.

**XI – Criteria for selection and ranking of candidates**

1.The criteria for selection and ranking of candidates ponder capabilities for the following aspects of service provision for teachers:

- a. Research Activity — **15%** of the final classification of the candidate;
- b. Pedagogical activity — **75%** of the final classification of the candidate;
- c. Other activities relevant to the mission of higher education institution — **10 %** of the final classification of the candidate.

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

- a. **Research Activity** – The assessment for this component, takes into account the following criteria and specific parameters:

i. Articles in scientific journals with impact factor (ISI) above 1; articles in scientific journals with impact factor (ISI) below 1; articles in scientific journals without impact factor but indexed in international databases; articles in scientific journals; published books and articles (less valued the MSc and PhD thesis editions); other published scientific work; citations of published articles; (10%)

ii. Participation as guest speaker in congresses, conferences and seminars; oral communications and posters; editor ou member of editorial staff of international and national scientific journals; scientific and academic awards; organization of congresses, conferences and seminars; scientific articles revision; jury member for scientific evaluation of scholarships, projects, research units; jury member in academic examinations and competitions; (1,5%)

iii. Guidance of graduate students works, namely post doctorate, doctorate and master. It will be taken into account the total number of orientations, concluded orientations, and in cursus orientations, and the distinction between orientations and co-orientations; (2%)

iv. Coordination of research projects; coordination of research units; participation in research projects; obtained international and national fundings to support research projects; (1%)

v. Report mentioned in paragraph e), Section III of this Notice. (0,5%)

**b. Pedagogical activity** – The assessment for this component, takes into account the following criteria and specific parameters:

i. Teaching of courses in psychology or related fields, framed in different cycles studies; (40%)

ii. Activities of innovation and quality of education; production of educational material; (10%)

iii. Teaching of any other courses in higher education, framed in different cycles studies; (7,5%)

iv. Complementary formation revelant to the fiel of psychology; (7,5%)

v. Report mentioned in paragraph e) of Section III of this Notice; (2,5%)

vi. Report mentioned in paragraph f) of Section III of this Notice; (2,5%)

vii. Project mentioned in paragraph g) of Section III of this Notice. (5,0%)

**c. Other activities relevant to the mission of the Higher Education Institution** – The assessment for this component, takes into account the following criteria and specific parameters:

- i. Participation in the management bodies of the respective universities; (6%)
- ii. Participation in university extension tasks, such as scientific dissemination and economic and social value of knowledge; (3%)
- iii. Report mentioned in paragraph e), Section III of this Notice. (1%)

**XII – Final ranking of the candidates** - In the ranking of candidates of the competition, each jury member sorts the list of candidates by order of merit, and based on this ordered list of candidates, each jury member takes part of the ballot process.

The jury initially votes for 1<sup>st</sup> place, then to 2<sup>nd</sup> place, and so on, until the final ranking of all candidates admitted to the competition and previously approved in absolute merit, in accordance with the provisions of Section II of this Notice. In each ballot, jury decisions are taken by majority vote.

After the application of the selection criteria, the jury will draw a unitary list of final ranking of candidates.

**XIII** - The competition is intended, in accordance with the provisions of Article 38 of ECDU, to ascertain: the capacity and performance of candidates in different aspects that, pursuant to Article 4<sup>th</sup>, constitute the set of functions to be performed, relevant to the mission of the University of Madeira, in accordance with the provisions of the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, to Teaching profile (Docente - 'D').

And for the record was filed this notice which will be posted in the usual places.

Funchal, 17<sup>th</sup> of June 2013

The Rector

José Manuel Cunha Leal Molarinho Carmo