

Public Notice

It is made known that, by order no. 22/R/2014 of the Rector of the University of Madeira, and for the 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 “Professor Auxiliar” (Assistant Professor) in the Field of Cytogenetic and Molecular Biology, of the Competence Centre of Life Sciences, as determined by articles 37 to 51 of the University Faculty Statutes (Estatuto da Carreira Docente Universitária (ECDU)), republished in an annexe to Decree-Law no. 205/2009 of August 31st, 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*, 2nd Series – no. 77 – 21st 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 23rd April.

The joint order no. 373/2000, of 31 March, of the Minister of State Reform and Public Administration and the Minister for Equality made compulsory the inclusion of the following reference in all civil service recruitment procedure notices: “In compliance with paragraph h) 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 providing for the prevention of any type of discrimination.”

I — General and special admission requirements

1 — In conformity with the established in article 41-A^o of the ECDU — Decree-Law no. 205/2009 of August 31st —, those who comply with the following may apply:

a) Those holding a Doctor’s degree.

II — Profile for which this positions is open — the vacancy is of for the profile: Medium — ‘M’, in accordance with its characterisation as laid down in the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira.

III — Admission Statement Requirements — In conformity with the ECDU, published in an annexe to Decree-Law no. 205/2009 of August 31st and in accordance with the Regulation for Recruitment, Selection and Hiring of Faculty Staff of the University of Madeira, the admission statement to the competition must include:

a) A document which proves that the conditions established in no. 1 of this Public Notice are met;

2011

- b) Six copies, printed or photocopied, of the candidate's curriculum vitae, with indication of scientific performance, including a complete list of publications, namely as regards to the development of the disciplinary field of the competition, as well as in relation to pedagogical activities carried out and, in addition, any relevant practices for the Mission of the University;
- c) A declaration stating the candidate's motivation in relation to the competition;
- d) At least two and up to five copies of papers selected by the candidate as being most representative of their curriculum vitae;
- e) A report mentioning possible interrelation strategies between teaching and research;
- f) A Brief report on a research project already concluded or underway, when applicable;
- g) A complete project of a syllabus for a curricular unit within the scope of the disciplinary field in which the competition has been opened, including aims, description of pedagogic strategies, description and justification of contents, distribution of contact hours, assessment, development of research competences, by students, within its scope;
- h) Names and contacts of two referrals, one of which should represent the last or current employer or supervisor, 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 3 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 3, as long as these are already part of their personal files, and if this fact is expressly declared.

VI — The application statements must include the following data:

- a) Complete identification (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, 9000-082 Funchal, sent by registered surface mail, with stamp dated or sent by electronic mail to the address recursoshumanos@uma.pt together with the documentation requested in the public notice until the end of the deadline established for the submission of applications.

All documents referred are obligatorily handed in as soft copy – a duly identified dvd –, including the signed documents, which are delivered in portable document format (pdf) with the respective signatures. It should also be sent in digital form, 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 these fulfil the requirements established for such.

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

- a) Hearing of candidates — the deadline for the hearing of candidates 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 remains at the discretion of the jury, in accordance with subparagraph b. of paragraph 4 of article 50 of the ECDU.

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

- a) Period for the reception of submissions

Joni

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

b) Possible request for extra documentation

Indicative deadline: 10 days maximum after the end of the period for the submission of applications.

c) Pre-selection of candidates

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

d) Publicizing of the list of admitted candidates

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

e) Publicizing of the calendar and timetable for the public hearings

Indicative deadline: 3 days maximum after the publication of the list of admitted candidates.

f) Public hearings

Indicative deadline: Hearings will take place at minimum 5 days in a row following the date of the public announcement of the calendar and timetable of the hearings and at maximum 15 days in a row after the publicizing of the list of admitted candidates.

g) Selection process of the candidates and pronouncement of the final decision, publicizing of the minutes and the ordered list of the candidates

Indicative deadline: 15 days maximum after the end of the period for public hearings, if there are any, after the publicizing of the list of admitted candidates.

h) Remittance of the competition documentation to the Rector

Indicative deadline: 10 days maximum after the final decision is made known.

i) Homologation of the results of the competition and its minutes by the Rector and pronouncement of the results

Indicative deadline: 10 days maximum after the final decision is made known.

X — Composition of the Jury — The Jury consists of the following members:

President:

Rector of the University of Madeira

Voting Members:

Doutor Duarte Nuno Pessoa Vieira, Professor Catedrático, Faculdade de Medicina, Universidade de Coimbra;

Doutora Maria do Carmo Salazar Velez Roque da Fonseca, Professora Catedrática, Faculdade de Medicina, Universidade de Lisboa;

Doutora Leonor Cancela, Professora Catedrática, Departamento de Ciências Biomédicas e Medicina, Universidade do Algarve;

Doutor António Manuel Dias Brehm, Professor Catedrático, Centro de Competências das Ciências da Vida, Universidade da Madeira, and

Doutora Maria Manuela Medeiros de Lima, Professora Associada, Departamento de Biologia, Universidade dos Açores.

XI — Criteria for the selection and seriation of the candidates

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

- a) Teaching Activity — 55 % of the final classification of the candidate;
- b) Research Activity — 35 % of the final classification of the candidate;
- c) Other relevant activities for the mission of the University of Madeira — 10 % of the final classification of the candidate.

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

- a) Teaching Activity — Assessment in this component will take into account the following criteria and specific parameters:
 - i) Teaching of subjects in the field of Molecular and Cellular Biology (40%);
 - ii) Project referred to in subparagraph g. of paragraph III of this Notice (5%);
 - iii) A short report of a Curricular Unit previously taught (5%);
 - iv) Teaching of subjects in other scientific fields (5%).
- b) Research Activity — Assessment in this component will take into account the following criteria and specific parameters:
 - i) Scientific articles in indexed journals: impact factor and citation index (10%);
 - ii) Supervision of academic dissertations (5%);
 - iii) Participation in other scientific activities: delivery of papers and *posters* in scientific meetings; member of the editorial board in national and international scientific journals; review of scientific articles; participation in juries of academic assessment and competitions; scientific counselling and consultancy (5%);
 - iv) Current or past collaboration in national and international research networks and units (5%);
 - v) Report referred to in subparagraph e. of paragraph III of this Notice (5%);
 - vi) Report referred to in subparagraph f. of paragraph III of this Notice (5 %).

c) Other relevant activities for the mission of the University of Madeira — Assessment in this component will take into account the following criteria and specific parameters:

i) Participation in academic post and duties including academic management bodies, supervision activities and in academic and scientific committees (10%).

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

i) The higher punctuation obtained in Teaching Activity;

ii) The higher punctuation obtained in Research Activity;

iii) The higher punctuation obtained in Other relevant activities for the mission of the University of Madeira.

XII — Final ordering of candidates — Each member of the jury sorts a list of candidates in descending order of merit. In the following polls, each member of the jury must comply with the order they have presented.

The jury initially votes for 1st place then to 2nd place, and so forth until the final ordering of all admitted candidates and previously approved in absolute merit. Jury decisions are taken by a majority of the votes cast. After applying the selection criteria the jury will draw a single list of candidates.

XIII — The competition, in accordance with the established in article 38 of the ECDU, serves to ascertain: the capacity and performance of the candidates to carry out the duties, for which he/she is applying, relevant for the mission of the University of Madeira, in accordance with the established in its Regulation for the Recruitment and Selection of Faculty Staff, for the profile Medium — M.

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

Funchal, 19th march 2014

The Rector



Doctor José Carmo