

Public Notice

It is made known that, by order no. 75/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 Adjunto” (Adjunct Professor) in the field of Nursing, subfield of Community Health Nursing of the Competence Centre of Health Technologies, as determined by articles 15 to 29-B of the Polytechnic Faculty Statutes (Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico (ECPDESP)), republished in an annexe to Decree-Law no. 207/2009 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 17 of the ECPDESP republished in an annexe to Decree-Law no. 207/2009 of August 31st, as amended by Law no. 7/2010 of May 13th, those who comply with the following may apply:

a) Those holding a Doctor’s degree in the field in which the competition was opened or hold the title of specialists in the same or related field.

2- The title of specialist nurse in the field of Community Health Nursing is conferred by the Portuguese Nurses' Association.

II — Profile for which this position 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 ECPDESP 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. I of this Public Notice are met;
- 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) Six copies, printed or photocopied, of one of the following:
 - i) a brief report of a Curricular Unit taught previously;
 - ii) 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.
- e) Six copies, printed or photocopied, of one of the following:
 - i) a Brief report on a research project already concluded or underway;
 - ii) a proposal of a research project related to the scientific field in which the competition has been opened, including title, proposal, state of the art, objectives, material and methods, schedule and references.
- f) Names and contacts of two referrals, one of which should represent the last of current employer or supervisor, when applicable;
- g) Six copies, printed or photocopied, of a report mentioning possible interrelation strategies between teaching and research;
- h) 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;
 - i) A document that proves that military or civic duties have been fulfilled, when obligatory;
 - j) Any other elements that the candidate considers may have influence in the appreciation of her/his merit or are reason for legal preference.

IV — The documents referred to in paragraphs h) and i) of item III may be waived as long as the candidates declare, under oath, in separate paragraphs, 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 *b)* and *i)* of item III, 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 or subject she/he belongs to, length of service as a member of faculty staff and university/ polytechnic and institution 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, 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.

Opponents to this competition must submit an admission statement 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.

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) Pronouncement — the deadline for interested parties to submit their comments 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) Hearings of candidates:

The existence of public hearings to candidates is to be left to the discretion of the jury, in accordance with subparagraph b) of paragraph 4 of Article 23 of the ECPDESP.

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

a) Period for the reception of submissions;

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 any, or after publication 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:

Doutora Felismina Rosa Parreira Mendes, Professora Coordenadora da Escola Superior de Enfermagem São João de Deus, da Universidade de Évora;

Doutora Isabel Maria Abreu Rodrigues Fragoeiro, Professora Coordenadora do Centro de Competência de Tecnologias da Saúde da Universidade da Madeira;

Doutora Maria Henriqueta de Jesus Silva Figueiredo, Professora Coordenadora da Escola Superior de Enfermagem do Porto;

Doutora Maria João Barreira Rodrigues, Professora Coordenadora do Centro de Competência de Tecnologias da Saúde da Universidade da Madeira, e

Doutora Susana Maria Fernandes Serrano André, Professora Coordenadora da Escola Superior de Saúde de Viseu, do Instituto Politécnico de Viseu.

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 — 60 % of the final classification of the candidate;
- b) Research Activity — 30 % of the final classification of the candidate;
- c) Other relevant activities for the mission of the Higher Education Institution — 10 % of the final classification of the candidate.

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

- a) The carrying out of teaching activities allocated to them, including supervision and leadership of students, with the following constituting criteria for pedagogical assessment:
 - i) Subject Leader, at the level of the 1st, 2nd, and 3rd Cycles, of seminars and of post-graduate studies;
 - ii) Teaching of subjects at the level of graduate and post-graduate courses,
 - iii) Writing of pedagogical texts with evidence of quality;
 - iv) Participation in other activities of pedagogical support, such as: drafting of curricular plans for courses of 1st, 2nd, and 3rd Cycles and streamlining of new educational projects or restructuring

of existing ones, as well as drafting of reports on how courses work, promotional events of pedagogical activities and of scientific culture of relevance for the courses;

b) The carrying out of scientific research activities:

i) The merit of scientific production, namely scientific publications, considering their quality and quantity;

ii) Delivery of scientific papers in national and international congresses and symposia, namely those that have been made public or published in proceedings or similar;

iii) Supervision of academic dissertations, considering those already concluded and underway;

iv) Involvement and level of responsibility in scientific projects, namely type of participation, management of research work, quality, complexity and quantity of the scientific projects;

v) Review of scientific work;

vi) Participation in other activities considered relevant, namely: participation and intervention in juries of academic assessment, especially outside the home institution, with emphasis to the role of examiner, organization of scientific events, participation in scientific committees of congresses, collaboration in the edition of journals, and carrying out of extension related activities.

c) Ensuring current tasks within the scope of university management, and participation in other recurrent duties within the scope of the activities of faculty staff, constituting the following as evaluation criteria:

i) Participation in management posts and other activities related to the pedagogical activity, evidencing the importance for the institution of their role in these posts, as well as the quantity, complexity and quality of the work carried out;

ii) Participation in management posts and other activities related to institutional matters, evidencing the importance for the institution of their role in these posts, as well as the quantity, complexity and quality of the work carried out;

iii) Participation in management posts and other activities related to national and international scientific activity, evidencing the importance for the institution of their role in these posts, as well as the quantity, complexity and quality of the work carried out.

d) A complete syllabus project for a curricular unit within the scope of the disciplinary field for which the competition has been opened, or the brief report of a Curricular Unit taught previously referred to in paragraph d) of item III of this Public Notice, will also be considered for the classification and seriation of candidates, with the following constituting criteria for assessment:

i) The organization of the syllabus of the curricular unit;

ii) Teaching methodologies;

- iii) The proposed listing of contents;
 - iv) Assessment methodologies;
 - v) How the discipline fits into the curricular framework of the degree or post-graduate course;
 - vi) The quality and organization of the bibliography;
- e) A Brief report on a research project already concluded or underway or the proposal of a research project referred to in paragraph e) of item III of this Public Notice, will also be considered for the classification and seriation of candidates, with the following constituting criteria for assessment:

- i). State of the art;
 - ii) Objectives;
 - iii) Material and methods;
 - iv) Schedule;
 - v) References.
- f) The report mentioning possible interrelation strategies between teaching and research referred to in paragraph g) of item III of this Public Notice will also be considered for the classification and seriation of candidates.

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

- a) The higher punctuation obtained in paragraph a. of the previous item;
- b) The higher punctuation obtained in paragraph b. of the previous item;
- c) The higher punctuation obtained in paragraph d. of the previous item;
- d) The higher punctuation obtained in paragraph e. of the previous item;
- e) The higher punctuation obtained in paragraph f. of the previous item;
- f) The higher punctuation obtained in paragraph c. of the previous item.

3 — The criteria for the selection and seriation of the candidates have the following weighting, from 0 to 100 points:

- a) 45 points;
- b) 15 points;
- c) 10 points;
- d) 10 points;
- e) 10 points,
- f) 10 points.

XII — The competition, in accordance with the established in article 15-A of the ECPDESP, serves to ascertain: the merit of the candidates, their professional capacity, scientific, technical and research performance, their pedagogical competence and the carrying out of other relevant activities 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 — 'M'.

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

16th June 2014. – The Rector, José Carmo