

Public Notice

It is made known that, by order No. 170/R/2015, the Rector of the University of Madeira, dated November 18th 2015, 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 two vacancies for Adjunct Professor, in the Field of Nursing, of the Higher School of Health of the University of Madeira, as determined by articles 15 to 24-A of the Polytechnic Faculty Statute (*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 Law No. 7/2010 of May 13th, 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 27th, 2014 and Law No. 35/2014 of June 20th.

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 March 31st, 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 subparagraph 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 form of discrimination.”

I - Admission requirements:

1 - In conformity with the established in article 17 of the ECPDESP those holding a Doctorate Degree in the field in which the competition was opened or hold the title of specialists in the same field may apply.

1.1. Doctorate degrees awarded by a foreign higher education institution have to be acknowledged in Portugal, pursuant to applicable law.

2 – The candidates must 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 for the profile: Medium 'M', in accordance with its characterisation as laid down 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: 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 the following information:

- a) Updated version of the *Curriculum vitae*;
- b) Relevant activities for the mission of the University carried out by the candidate;
- c) Previous pedagogical activities deemed by the candidate as being most relevant for the appraisal of his/her capabilities in the field, when applicable;
- d) Scientific performance, including a complete list of publications and/or portfolio, selected by the candidate as being most representative, namely as regards to the development of the disciplinary field of the competition;
- e) Names and contacts of two referrals, one of which should represent the last or current employer or supervisor, when applicable;
- f) Availability for taking up functions on a permanent basis in the Autonomous Region of Madeira;
- g) An email address for receiving communications from the University.
- h) A report including aims, syllabus, description of contents and distribution of contact hours, description of pedagogic strategies, development of research competences, by students, and an evaluation process of a curricular unit of one of the fields of the competition. If it is a report on a Curricular Unit taught previously it should also include, if available, an analysis of the results therein achieved by students.
- i) Candidate's statement, under oath, that he/she meets the requirements mentioned in paragraph 2, of item I. The supporting documents shall be submitted by the candidate who fills the vacancy.

IV — 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 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 he/she belongs to, length of service as a member of faculty staff and university he/she 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 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;
- f) Competition and category he/she 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 addressed 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 required in the public notice.

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.

V— 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.

VI — 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 make their views known 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 23 of the ECPDESP.

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

a) Period for the reception of applications

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: if there are any, 3 days maximum after the publication of the list of admitted candidates.

f) Public hearings

Indicative deadline: Hearings, if any, if the jury deems necessary, 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 of the ordered list of the candidates

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

h) Remittance of the competition documentation to the Rector

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

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 issuing the final decision.

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

President:

Rector of the University of Madeira

Voting Members:

Professora Coordenadora Anabela Ferreira dos Santos, da Escola Superior de Enfermagem de Lisboa;

Professora Coordenadora Susana Maria Fernandes André, da Escola Superior de Saúde de Viseu-Instituto Politécnico de Viseu

Prof. Coordenadora Maria Vitória Parreira, da Escola Superior de Enfermagem do Porto

Prof. Coordenadora Isabel Maria Abreu Rodrigues Fragoeiro, da Escola Superior de Saúde da Universidade da Madeira

Prof. Coordenadora Otilia Maria da Silva Freitas, da Escola Superior de Saúde da Universidade da Madeira

IX — 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: 50 % of the final classification of the candidate;
- b) Research Activity and knowledge valorisation: 35 % of the final classification of the candidate;
- c) Academic service activities and university management: 15% 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 at higher education level in the fields of nursing, including the number of teaching years (25%);
- ii) Report referred to in subparagraph h) of Item III of this Public Notice (15%);
- iii) Supervision of academic papers, research, internships or dissertations, considering only those already concluded (10 %);

b) Research Activity and knowledge valorisation — Assessment in this component will take into account the following criteria and specific parameters:

- i) Articles in indexed scientific journals: impact factor and citation index. Books or book chapters (5 %);
- ii) Coordination and/ or development of scientific projects at both national and international levels (10%);
- iii) Other scientific activity elements: papers and posters presented at scientific meetings; participation in juries of academic assessment and competitions; reviewer of scientific journals (15%);

iv) Relevant Scientific work (5%).

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

- i) Individual professional development, preferably in the disciplinary fields for which the competition has been opened (internships, conferences and courses); participation in juries of recruitment and selection of human resources (10%);

ii) Participation in academic posts and duties including academic management bodies, supervision activities and participation in academic and scientific committees, as well as in dissemination activities (5%).

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 components.

X — Final ordering of candidates

- 1) Each member of the jury sorts a list of candidates in descending order of merit, according to the criteria set out in the Public Notice.
- 2) The jury initially votes for first place then to 2nd place, and so forth, until an ordered list of all candidates admitted to the competition and previously approved in absolute merit is completed, as set out in this Notice. Jury decisions are taken by the majority of the votes cast in each voting.
- 3) In the various voting rounds, each jury member shall respect the ranking he/she has presented, referred to in paragraph 1.
- 4) The jury will use the following voting method in order to obtain an absolute majority in the final ranking of candidates:
 - a) The first round aims to determine the candidate who shall be positioned in the first place;
 - b) If a candidate receives more than half of the votes of the members of the jury, attending the meeting, that candidate is positioned in first place;
 - c) Failing that, the voting will be repeated, but only among the candidates who received enough votes to be considered for the first place. The candidate who has the least number of votes is withdrawn;
 - d) If there is a tie between two or more candidates in the least voted position there will be another voting in order to determine who is to be withdrawn;
 - e) If the tie persists, the President of the jury shall decide which candidate shall be withdrawn;
 - f) In case of a tie between two or more candidates in the least voted position, the jury proceeds to a voting to break the tie. The candidate who has the least number of votes is withdrawn;
 - g) If a tie occurs between the two remaining candidates the president of the jury has the casting vote;
 - h) The process shall be repeated until one candidate obtains absolute majority. The same process is repeated to obtain the second-placed candidate and so forth until an ordered list of all the candidates is produced.

XI — 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 Medium — ‘M’.

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

November 18, 2015 – The Rector, Professor José Carmo

José Carmo

