

## Public Notice

It is made known that, by order no. 87/R/2016, of the Rector of the University of Madeira, dated July 18, 2016, 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 Assistant Professor in the Field of Informatics Engineering, speciality Multimedia, 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 31, 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. 268/2014, published in the *Diário da República*, 2<sup>nd</sup> Series, No. 122, of June 27, 2014.

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 April 23.

The joint order No. 373/2000, of March 31, 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 41-A° of the ECDU — Decree-Law No. 205/2009 of August 31, those holding a Doctorate in Informatics Engineering, Computer Sciences, Information Technology, or in similar fields, may apply to the competition.

1.1. Doctorates 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.

3 – The employment contract of indefinite duration to the competition now open has a trial period of five years, pursuant to paragraph 1 of Article 25 of the ECDU.

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 Requirements: In conformity with the ECDU, published in an annexe to Decree-Law No. 205/2009 of August 31 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) 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 of current employer or supervisor, when applicable;
- i) Candidate's statement, under oath, that he/she has availability for taking up functions on a permanent basis in the Autonomous Region of Madeira;
- j) ) An email address for receiving communications from the University;
- k) 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.
- l) 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) 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) Academic 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 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, 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.

Opponents to this competition must submit an admission statement by electronic mail to the email address [recursoshumanos@uma.pt](mailto:recursoshumanos@uma.pt) together with the documentation required in the public notice.

All documents must also be sent in soft copy – a duly identified DVD –, including the signed documents, which are provided 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 – Failure to submit supporting documents, legally required under this notice, or their presentation after expiry of the relevant period, determines the exclusion procedure.

VII – Being the applications duly instructed in compliance with the requirements of this Notice, the admission of candidates in absolute merit, will depend on whether the candidate has a global curriculum considered by the jury as having scientific and educational capacity compatible with the category and subject area of the competition, always bearing in mind the criteria, not weighted quantitatively indicated in item XII of this Notice.



VIII — Procedures foreseen for **UNIVERSIDADE da MADEIRA** 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 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 50 of the ECDU.

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

- a)* Period for the reception of applications  
Deadline 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.

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

**President:**

Doutor José Manuel Cunha Leal Molarinho Carmo, Reitor da Universidade da Madeira

**Voting members:**

Doutor Joaquim Armando Pires Jorge, Professor Catedrático do Departamento de Engenharia Informática, do Instituto Superior Técnico da Universidade de Lisboa;

Doutor Nuno Manuel Robalo Correia, Professor Catedrático do Departamento de Informática, da Faculdade de Ciências e Tecnologia, da Universidade Nova de Lisboa;

Doutor Nuno Manuel de Carvalho Ferreira Guimarães, Professor Catedrático do Departamento de Ciências e Tecnologias da Informação, do Instituto Universitário de Lisboa (ISCTE)

Doutor Luís Manuel Pinto da Rocha Afonso Carriço, Professor Associado, com agregação do Departamento de Informática da Faculdade de Ciências da Universidade de Lisboa

Doutor Duarte Nuno Jardim Nunes, Professor Associado, com agregação da Faculdade de Ciências Exatas e da Engenharia da Universidade da Madeira.

Doutor Eduardo Leopoldo Fermé, Professor Associado, com agregação da Faculdade de Ciências Exatas e da Engenharia da Universidade da Madeira.

XI – Absolute merit:

In the first preparatory meeting, which may take place by teleconference, if not waived by the jury, after analysis and admission of applications, the jury begins to decide which applicants pass to next phase on absolute merit, drawing up an alphabetical list.

An application is rejected on absolute merit if at least one proposal to this effect receives a majority of votes from among the jury members present at the meeting.

The final decision on each proposal, as well as the number of votes received by each of them, and their grounds, are an integral part of the minutes.

XII— 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: 40 % of the final classification of the candidate;
- b) Research Activity and knowledge valorisation: 45 % of the final classification of the candidate;

c) Other activities relevant for the mission of the higher education institution: 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 within different Study Cycles (50 %);
- ii) Supervision of graduate students (20 %);
- iii) Development of teaching material (10 %);
- iv) Project referred to in subparagraph g. of paragraph III of this Notice (20 %);

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

- i) Scientific production conducted and published, namely its impact and acknowledgment in the community (40 %);
- ii) National and International acknowledgement (15 %);
- iii) Ability to propose and participate in Scientific Project Teams (10 %);
- iv) Commitment and involvement in Research Units (15 %).
- v) Report referred to in subparagraph e. of paragraph III of this Notice (10 %);
- vi) Report referred to in subparagraph f. of paragraph III of this Notice (10 %);

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

- i) Participation in university management bodies (70 %);
- ii) Participation in other tasks assigned by the management bodies falling within the scope of activity of university faculty (20 %);
- iii) Participation in extension activities of a university such as scientific dissemination and economic and social valorisation of knowledge (10 %).

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

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

XIII — 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



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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, 18<sup>th</sup> July 2016.

The Rector

Professor José Carmo.