

### Public Notice

It is made known that, by Order no. 234/R/2018, of the Rector of the University of Madeira, and for a 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 Full Professor in the field of Anatomy, of the Faculty of Life Sciences, as determined by articles 37º to 51º of the University Faculty Statute (*Estatuto da Carreira Docente Universitária* (ECDU)), as amended by Decree-Law no. 205/2009 of August 31, and Law no. 8/2010, of May 13, 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 shall 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 of the Minister for Equality made compulsory the inclusion of the following reference in all civil service recruitment procedure notices: «In compliance with subparagraph *b*) 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 ensuring that any form of discrimination is prevented».

#### I — Admission requirements:

1 — In accordance with the established in article 40 of the ECDU – Decree-Law no. 205/2009 of August 31, this competition is open to candidates holding a PhD in Medicine, specialty in Anatomy, awarded for more than five years from the deadline for submission of applications, and with aggregation within the disciplinary field of the competition.

1.1 - Holders of a PhD degree obtained abroad must have equivalence, recognition or registration of that degree to the same degree granted by a Portuguese university.

1.2 - The equivalence, recognition or registration of the PhD degree should be obtained up

to the deadline for submission of applications.

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 open for the standard profile 'M' (Mixed profile of teaching, research and service to the university), 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:

1 — In conformity with the ECDU, 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 *curriculum vitae* of the candidate, indicating his/her scientific performance, including a complete list of his/her publications, with emphasis on those selected by the candidate as being most representative, namely as regards to the development of the disciplinary field of the competition; description of previous pedagogical activities deemed by the candidate as being most relevant for the appraisal of his/her capabilities in the field and reference to other activities relevant to the mission of the University carried out by the candidate, namely within the university service and academic management.
- b) Names and contacts of two referrals, one of which should represent the last or current employer or supervisor, where applicable;
- c) Candidate's statement, under oath, that he/she has availability for taking up functions on a permanent basis in the Autonomous Region of Madeira;
- d) An email address to receive communications from the University;
- e) Documents attesting the fulfilment of the conditions set out in item I of this Public Notice.

- 2 — Documents proving the fulfilment of conditions set out in paragraph 3 of item I of this Notice may be waived, provided that the candidates declare, in the application statement, under a commitment of honour, that they meet such requirements.
- 3 — A candidate who is not of Portuguese nationality or from a country whose official language is not Portuguese must also submit a sworn statement that if he/she does not master the Portuguese language and is selected, he/she undertakes to acquire, within one year after the signing of the contract, a level of knowledge of Portuguese language (written and spoken) that allows the allocation of teaching service, without any communication limitations in this language.

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 the Identity Card or appropriate document legally recognised for that effect, its validity and issuing entity, address, postcode and telephone);
- b) Academic qualifications;
- c) Category, disciplinary field to which he/she belongs, length of service as a university professor and institution to which he/she belongs, if applicable;
- d) 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;
- e) Competition and category he/she is applying for, referring the *Diário da República* where this Notice is published;
- f) Date and signature.

The application shall 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 also 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 delivered in digital format - a duly identified DVD -, including the signed documents, which are provided in portable document format (pdf) with the respective signature.

The required documentation can be submitted in Portuguese or English.

V — The Rectory will inform the candidates of the order of admission or non-admission to the competition, which will be based on whether they fulfil the requirements established for such.

VI – Failure to submit supporting documents or works, legally required under this notice, or their presentation after expiry of the relevant period, determines the exclusion to the competition.

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 field of the competition, always bearing in mind the criteria, not weighted quantitatively, indicated in item XII of this Notice.

VIII — Procedures foreseen for 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 express their opinion on the matter 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 receiving applications:

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

b) Request for extra documentation:

Indicative deadline: At any time after the deadline established for the receipt of applications, until the date of the decision of selection and ordering of admitted candidates, by the jury;

c) Publicizing the list of admitted candidates:

Indicative deadline: within 30 consecutive days after the end of the period for the submission of applications.

d) Public Hearings:

Indicative deadline for the decision to carry it out: up to 15 consecutive days after the list of admitted candidates is made public;

Indicative deadline for hearings to be held: It shall be convened at least 10 days in advance and be held up to 30 consecutive days after the decision to carry it out, if it is determined;

e) 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: 90 days maximum after the deadline for the admission of applications;

f) Remittance of the competition documentation to the Rector:

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

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

Indicative deadline: 10 days maximum after receipt of all the documentation regarding the competition.

X - Composition of the Jury: The jury consists of the following members:

President: Rector of the University of Madeira

Voting members:

Doutor António Carlos Eva Miguéis, Professor Catedrático da Universidade de Coimbra;

Doutor António José de Carvalho Gonçalves Ferreira da Universidade de Lisboa;

Doutor Artur Manuel Perez Neves Águas, Professor Catedrático da Universidade do Porto;

Doutora Maria Amélia Duarte Ferreira, Professora Catedrática da Universidade do Porto;

Doutor João Erse de Goyri O'Neill, Professor Catedrático Jubilado da Universidade Nova de Lisboa.

#### 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) Pedagogical Activity — 40% of the final classification of the candidate;
- b) Research Activities and knowledge valorisation — 40% of the final classification of the candidate;
- c) Academic service activities and university management — 20% of the final classification of the candidate.

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

- a) Pedagogical Activity — Assessment in this component will take into account the following criteria and specific parameters:
  - i. Responsibility and teaching, at the level of higher education, of curricular units within different study cycles, namely within the field of the competition — 50%;
  - ii. Proposals to create new training courses (study cycles granting an academic degree, postgraduate studies or short-term courses) and to change curricula, as well as to reform existing curricular units and create new ones — 25%;
  - iii. Production of pedagogical material, namely books, articles in pedagogical publications and other student support documents, and pedagogical innovation

or development of pedagogical laboratories, and actions related to exchange, mobility and cooperation programs — 25 %;

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

- i. Scientific production, in the form of authorship of articles in scientific journals, books, book chapters and articles in congress proceedings, taking also into account its impact and acknowledgement within the relevant community — 40%;
- ii. Manage research units and coordination and participation in research projects — 20%;
- iii. National and international acknowledgement, in particular for participation in boards of scientific journals and in juries of scientific awards, scientific committees and in national and international research networks — 10%;
- iv. Supervision of graduate students, namely of Doctoral programmes — 10%;
- v. Organization of scientific and cultural events, and several initiatives related to the dissemination of scientific knowledge — 10%;
- vi. Registered patents, provision of services and other activities aimed at the economic and social valorisation of knowledge — 10%;

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

- i. Participation in university management and coordination positions, of the units and organic subunits and of the degrees — 50%;
- ii. Participation in evaluation activities of an academic nature, namely juries of academic exams and tenders — 25%;
- iii. Participation in other tasks assigned by the management bodies falling within the scope of university teaching activity — 25%.

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

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

### XIII – Final ordering of candidates:

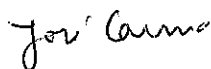
The jury will use the following voting method in order to obtain an absolute majority in the final ranking of candidates:

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 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, on November 13, 2018.

The Rector



Professor José Carmo