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HEALTH SCHOOL – PORTO POLYTECHNIC INSTITUTE

By the provisions of articles 10.º, 11.º, 15.º, 15.º-A, 19.º, 29.º-A, 29.º-B in the Career Statute of Teachers of the Polytechnic Schools of Higher Learning, hereinafter ECPDESP, approved by Decree-Law no. 185/81, 1.7, with the new wording introduced by Decree Law no. 207/2009, 31.8, as amended by Law no. 7/2010, 13.5, and by the Decree-Law no. 45/2016, 17.8, and by the Law no. 65/2017, 9.8, and under the terms and conditions of the Regulation of a Public Procedure for Recruitment of Career Teaching-Staff of the Polytechnic Institute of Porto, Dispatch no. 4807/2011, published in *Diário da República* n.º 54, II Series, of 17.3, and by the applicable legislation and norms, hereby announces that, by my order on 19th October 2017, in accordance with my competence, by the provision of paragraph d) of n.º 1 of article 14 of Health School of Porto Polytechnic Institute, according to Dispatch no. 15836/2009, published in *Diário da República* n.º 132, II Series, of 10.7, for a period of thirty business days starting on the first business day following after which this notice is published in the *Diário da República*, a public tender is opened for the recruitment of an Coordinator Professor for the occupational therapy course area of the personnel map of Health School (ESS), of Porto Polytechnic Institute (P.Porto), designation conferred by article 1 of Normative Dispatch no. 6/2016, of 20 July.

1 – Workplace – ESS|P.Porto, Rua Dr. António Bernardino de Almeida, 400
4200-072, Porto.

2 – N.º of available positions – 1 (one).

3 – Form of employment contract – employment contract in public functions for indefinite duration, with a one-year trial period if the applicant does not already have an indefinite contract as professor of the university or polytechnic teaching career or as a researcher in the scientific research career by the provisions of the article 10 of the ECPDESP.

4 – Job Description – as described in n.º 5 of article 3 of the ECPDESP.

5 – Admission's Scope – Admission requirements:

a) Applications for the above-mentioned post should meet the conditions laid down in b) to e) of the no. 1 of article 17 of the General Labor Law on Public Functions, approved by Law no. 35/2014, 20.6;

b) A requisite for admission to the tender in accordance with article 19 of the ECPDESP determines that the applicant must have a PhD or the "Título de Especialista" (Decree-Law no. 206/2009, 31.8) in the field or in a related area that the tender is opened in for more than five years;

c) Applicants with qualifications obtained abroad must provide proof of recognition, equivalence or registration of a PhD degree under the applicable law.

6 – Procedure's deadline:

6.1 – Applications are valid only for the above mentioned position, ending when the position is filled or due to insufficient applications.

6.2 – The Procedure can also end through the properly reasoned action of ESS|P.Porto President, being respected the administrative activity's general principles and also the legal, regulatory and competition limits.

7 – Admission requirements:

7.1 – The applications are formalized, under penalty of exclusion, by addressing a requirement to the President of ESS|P.Porto, for a period of thirty business days starting on the first business day following after which this notice is published in the *Diário da República*, on paper, duly signed and dated, with all attachments, and delivered personally, between 10 am to 12.30 am and 14 pm to 17 pm, or sent by registered mail with acknowledgment of receipt to Human Resources Services, Rua Dr. António Bernardino de Almeida, 400, 4200-072, Porto.

7.2 – Application process instructions – The request must contain, among others, the following elements:

a) Full identification of the candidate, including full name, date of birth, nationality, civil and tax identification number, mailing address and email and contact phone number;

b) Statement of qualifications and/or professional/academics titles;

c) Professional status, including, if applicable, time of service as a teacher in higher education, discipline and professional category area;

d) Indication of the Procedure, number of the notice, with reference to the *Diário da República* in which it was published, as well as a complete list of all submitted documentation;

e) Mention that the candidate declares being true elements or facts contained in the application;

f) Date and signature.

7.3 – Application process instructions – the candidates should instruct their application with the following documents:

a) Photocopy of identity card/citizen's card (or suitable identification, legally recognized to the effect) and the tax identification number;

b) Legible photocopy of academic and professional qualification certificate or other document suitable legally recognized to the effect;

c) Certificate of criminal record ensuring that the candidate is not inhibited the exercise of public functions or forbidden from performing the duties for which they are applying;

d) Medical certificate proving the existence of physical robustness and psychological profile for the exercise of public functions, issued by a doctor in the practice of your profession;

e) Obligatory vaccination updated card;

f) Documents proving that the candidate has the requirements referred to in point b) of point 5 of this public notice;

g) Seven copies of *Curriculum Vitae* detailed, duly dated and signed, one in paper and the other six in the PDF digital format;

h) Seven copies of all mentioned documentation in the *Curriculum Vitae*, including every mentioned job, being one in paper and one in paper and the other six in the PDF digital format;

i) Each Candidate is required to organize its *Curriculum Vitae* in accordance with the organization of the evaluation grid advertised on the ESS|P.Porto website at www.ess.ipp.pt - "Recrutamento" - "Concursos-Docentes" - "Concurso documental para professor coordenador – Terapia Ocupacional". In the context of publications, the Candidate must identify expressly the database(s) where these are placed/indexed. The quality and relevance for the disciplinary area in which the procedure is opened will be considered in the selection criteria of the candidates;

j) Applicants with qualifications obtained abroad must provide proof of recognition, equivalence or registration of a PhD degree under the applicable law;

Paragraphs c), d) and e) can be replaced by a statement under oath by the applicant ensuring that they are not inhibited from performing public duties or forbidden from performing the duties for which they are applying to and have the physical aptitude and psychological profile required to carry out these duties, as well as having complied with the mandatory vaccination laws.

7.4 – Applications sent by email shall not be considered.

7.5 – The documents must be presented in Portuguese or English (or exceptionally in another foreign language, and the Jury may, by deliberation, require translation of the same).

7.6 – The failure to comply with the deadline set in this public notice, as well as the failure or the late entry of documents, will result in the exclusion of the application.

7.7 – The non-submission by the applicant of the supporting documents relating to the Curriculum Vitae implies no valuation of the elements that are supposed to be proven by them.

7.8 – False statements are punished in accordance with the law currently in force.

7.9 – Whenever appropriate, the jury may request to the applicants the delivery of additional documentation regarding the submitted *Curriculum Vitae*.

8 – Criteria for selection and ranking of candidates - In accordance with the article 15-A of the ECPDESP and article 20 of the Regulation of a Public Procedure for Recruitment of Career Teaching-Staff of the Polytechnic Institute of Porto, the selection criteria are, in order to ascertain the merits of the candidates for the functions to be performed, with their respective weighting factors:

- a) Pedagogic Activity – relative weight of 35%
- b) Technical and scientific activity – relative weight of 35%
- c) Other relevant activities to the Institution – relative weight of 30%.

And the subfactors:

- a) Pedagogic Activity (35%)

Regarding this parameter, it will be object of evaluation:

i) Experience and dedication to teaching in the field of study in which the procedure is open, and duration of the activities developed; Teaching of curricular units, framed in different study cycles (in the evaluation of these parameters the number and diversity of the curricular units taught must be taken into account); Authorship, co-authorship of curricular unit programs, framed in different cycles of studies, and related scientific responsibility. – 60%

ii) Elaboration of teaching materials – Publication of manuals in support of teaching, and production of audiovisual documents or other publications of educational scope. – 20%

iii) Pedagogical innovation and participation in academic activities – Participation in courses of pedagogical or professional updating (as a trainee); Organization and teaching of seminars, extracurricular training courses without inclusion in the teaching service; Coordination and participation in pedagogical projects (participation in educational reforms, creation of new courses and study programs, reformulation of existing projects, evaluation of courses, among others) and development of extracurricular projects with the participation of external institutions. – 20%

b) Technical and scientific activity (35 %)

Regarding this parameter, it will be object of evaluation:

i) Professional and scientific qualification – academic / professional training, to be weighted according to its relevance to the area, namely Master's Degree, "Título de Especialista" (Decree-Law no. 206/2009, of 31.8) and PhD. – 30%

ii) Scientific production – books, chapters in books, articles in indexed or peer-reviewed scientific journals, minutes and abstracts of scientific content (in the evaluation of this

parameter, the quantity, originality and diversity of production must be taken into account). – 25%

iii) Dynamization and intervention of scientific activity – being a member of scientific societies or groups; Coordination of Centers / Laboratories / I&D Groups; Communications in different formats in national and international scientific meetings; member of scientific committees of technical-scientific events; Prizes and Scholarships attributed to the own or trainees. – 15%

iv) Participation in national and international scientific networks; coordination and participation in funded research and development projects. – 15%

v) Scientific orientation and participation in juries of academic degrees – orientation or co-orientation of PhD thesis and dissertations / projects / reports of master's degrees; PhD thesis jury member, dissertation / project / report of master's degree and other Academic evaluation procedures for Polytechnic or University academic staff. – 15%

c) Other relevant activities to the Institution (30 %)

Regarding this parameter, it will be object of evaluation:

i) Participation in statutory management bodies in higher education, being considered the time and the diversity of positions. – 40%

ii) Participation in intermediate and pedagogical management bodies in higher education – Coordinator/Director of Department / Technical-Scientific Area, Course Coordinator/Director and Member Advisory Board / Commission for Evaluation and Quality. – 35%

iii) Participation in juries, institutional committees and in the organization of scientific events – participation in juries of selection and ranking (ex: Masters degree, special contests, contests of over 23 years, prerequisites); Participation in national juries for the hiring of

teaching staff or other juries; Participation in organizing committees of seminars, conferences or training local actions and institutional disclosure; Participation in other institutional committees nominated by statutory bodies. – 25%

8.1 – In accordance with the no. 3 of the article 20 of the Regulation of a Public Procedure for Recruitment of Career Teaching-Staff of the Polytechnic Institute of Porto, teachers in management positions in the respective organic units/Institute and free of's functions by virtue of application of legal or statutory or regulatory determination of competent bodies should not be harmed in the application of the grid defined by the jury to the parameter referred to in point 8/a) of this notice.

9 – Assessment and selection:

9.1 – The jury will act according to article 12 of the Regulation of a Public Procedure for Recruitment of Career Teaching-Staff of the Polytechnic Institute of Porto.

9.2 – Once the deadline for applications is past, the jury will meet to deliberate on the admission and exclusion of the applications, according to the article 17 of the Regulation of a Public Procedure for Recruitment of Career Teaching-Staff of the Polytechnic Institute of Porto.

9.3 – Examination of the admitted applications will be carried out according to previously established criteria, parameters and weighting factors.

9.4 – The jury's decisions will be made by absolute majority of those present, abstentions not allowed.

9.5 – The Jury will first deliberate on the absolute merit approval of the candidates.

9.5.1 – A vote in favor of absolute merit approval is deemed to be the one which expressly results from the written statement of that the candidate provides, based on a qualitative analysis of the documents submitted with his application, the capacity and performance considered adequate for the exercise of the functions of Coordinator Professor, be it in the pedagogical and scientific context, or in the context of other developed activities and considered as relevant for the mission of ESS|P.Porto.

9.5.2 – The vote against absolute merit approval must be based on one or more of the following points:

a) The branch of knowledge and/or specialty in which the doctorate was awarded, that the candidate is a holder of, does not present itself as an academic formation suitable for the exercise of teaching duties in the area for which the procedure was opened and this lack of suitability is not considered compensated by other formations carried out by the candidate;

b) The candidate has a final mark of less than 50 points.

9.5.3 – In order to be approved in absolute merit, each candidate must obtain the favorable vote of the absolute majority of the members of the Jury.

9.6 – The jury will then proceed to draw up a list of candidates who have been approved in absolute merit, ordered alphabetically.

10 – Voting ordering and methodology:

10.1 – The order of the candidates must be based on the evaluation criteria and parameters and corresponding weighting factors approved.

10.2 – Before the voting begins, each member of the Jury presents a written document, which will be attached to the minutes, with a classification from 0 to 100 and ordering the candidates, duly substantiated, considering for that purpose the aforementioned in the previous number.

10.3 – The final classification attributed individually by each member of the jury will be obtained by the following formula: $FR = TSA*35\% + PE*35\% + ORA*30\%$, where FR represents the juror's final grade; TSA the sum of points attributed to the candidate for Technical and scientific activity; PA the sum of points attributed to the candidate for the Pedagogic Activity; ORA the sum of points attributed to the candidate for Other activities relevant to the Institution.

10.4 – For each vote, members of the jury must maintain the grades given, abstentions are not allowed.

10.5 – The jury will use the following methodology for voting, in order to guarantee an absolute majority in in the final ranking of the candidates:

a) The first vote serves to determine first place, which is when a candidate receives more than half the votes of those present in the meeting. In case of a tie, the vote is repeated, but only between the candidates who received votes for first place, after excluding the candidate with the fewest votes in the first round. If there is a tie between two or more candidates in a position with fewer votes, a vote is held to break the tie, and if a tie stills exists, the president of the jury decides on which candidate to exclude. This process repeats itself until a single candidate has an absolute majority for first place. Excluding this

candidate from the voting, the same process is repeated to determine a second place, and so on until a ranking of all the candidates is established.

b) Notwithstanding the provisions of the previous number, whenever a tie exists, voting is repeated, and if the tie remains, the president of the jury is to decide the outcome of the vote.

11– Notification of applicants and decision:

11.1 – The jury's final ranking will be communicated to the applicants, so that the applicants may present complaints, according to the terms of article 121 and subsequent articles of the Portuguese Administrative Procedure Code, to which will be applied, with appropriate adaptations, the provisions of article 25 of the Regulation.

11.2 – When the deadline for presenting complaints is past, the jury will examine any existing complaints and approve a final ranking of the candidates.

12 – Prior hearing – In the case of a candidate having been excluded for not abiding by the legal provisions, and having completed the evaluation, a prior hearing will be held, according to the provisions of articles 121 and 122 of the Portuguese Administrative Procedure Code.

13 – Public Hearings – Under the terms of paragraph b) of no. 4 of article 23 of ECPDESP, the jury may conduct public hearings on an equal footing for all candidates.

14 – Consultation of the process – The documents related to the Procedure can be consulted at www.ess.ipp.pt, and by clicking in the section "Recrutamento" and then "Concursos- Docentes". The tender dossier may also be consulted by candidates who wish to do so at the secretariat of the Presidency of ESS|P.Porto at normal business hours.

15 – The jury minutes will be provided to the candidates whenever they are requested.

16 – The jury board is as follows:

President:

Presidente: Prof.^a Doutora Maria Cristina Prudêncio Pereira Soares, Coordinator Professor with aggregation, President of the ESS|P.Porto, who will be replaced in his absences or impediments by Prof.^a Doutora Maria Cristina Damas Argel de Melo.

Effective voting members:

Prof.^a Doutora Élia Maria Carvalho Pinheiro da Silva Pinto, Coordinator Professor of the Alcoitão School of Health;

Prof.^a Doutora Maria Cristina Damas Argel de Melo, Coordinator Professor of the ESS|P.Porto;

Prof.^a Doutora Isabel Maria Alves e Menezes Figueiredo, Professora Catedrática of the Faculty of Psychology and Education Sciences of the University of Porto;

Prof.^a Doutora Marina Gomes Serra de Lemos, Professora Associada with aggregation of the Faculty of Psychology and Education Sciences of the University of Porto;

Prof.^a Doutora Orlanda Maria da Silva Rodrigues da Cruz, Professora Associada of the Faculty of Psychology and Education Sciences of the University of Porto.

17 – Failure to comply with the provisions of this public notice involves the preliminary elimination of the applicants.

18 – Under paragraph *h*) from article 9 of the Portuguese Constitution, the Public Administration, as employer, actively promotes a policy of equal opportunities between men

and women in the access to work and professional progress, scrupulously ensuring that any form of discrimination is avoided.

19 – The present Notice is published in the following terms:

- a) In the 2nd series of the *Diário da República*;
- b) In the Public Employment Grant, at www.bep.gov.pt, the day following after which this Notice is published in *Diário da República*;
- c) The website of the Foundation for Science and Technology, I.P., in Portuguese and English language;
- d) At ESS|P.Porto website, www.ess.ipp.pt.

November 17, 2017 – The President, *Prof.^a Doutora Cristina Prudêncio*.