

PUBLIC NOTICE

EDT – P – 116/2023

Call for applications for the post of Professor Coordenador¹ at the Polytechnic University of Applied Sciences in the technical-scientific field of Audiology

1. Under the terms of the provisions of Articles 6, 10, 10-A, 15, 15-A, 19 and 29-B of Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico (ECPDESP)², approved by Decree-Law no. 185/81 of July 1, as amended by Decree-Law no. 207/2009 of August 31, and by Law no. 7/2010 of May 13, combined with the Regulamento dos Concursos para a Contratação do Pessoal da Carreira Docente do Instituto Politécnico do Porto³, approved by Dispatch 4807/2011, published in the Official Gazette "Diário da República", Series II, No. 54 of March 17, and other legal provisions in force, it is hereby made public that, by dispatch issued by the President of the School of Health of the Polytechnic Institute of Porto (ESS|P.PORTO), on 25 of October 2023, by virtue of their own authority, in accordance with subparagraph d) of paragraph 1 of Article 15 of the Estatutos da Escola Superior de Saúde⁴, approved by Dispatch No. 2832/2018, published in the Official Gazette "Diário da República", Series II, No. 55 of March 19, 2018, a call for applications will be opened for a period of 30 working days from the publication date of this public notice in the Official Gazette "Diário da República", in order to fill a vacant position in the academic staff of the School of Health of the Polytechnic Institute of Porto (ESS|P.PORTO), within the teaching career staff of the Polytechnic Higher Education, in the category of Professor Coordenador, in the technical-scientific field of Audiology, on the basis of a public employment contract for an indefinite period.
2. Place of Work - ESS|P.PORTO, located on Rua Dr. António Bernardino de Almeida, 400, 4200-072, Porto.
3. Number of vacancy positions - 1 (one).
4. Modality of the legal employment relationship which will be established - Employment Contract in Public Service for an Undetermined Period of Time, under the terms of the provisions of Article 10 of Decree-Law no. 185/81 of July 1, as amended by Decree-Law no. 207/2009 of August 31, and by Law no. 7/2010 of May 13, which approved the Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico (ECPDESP).

¹ Polytechnic Equivalent to a University's Full Professor (highest academic rank)

² Statute of the Faculty Members' Career Path of Polytechnic Higher Education

³ Regulation of Tenders for the Recruitment of Staff Members in the Teaching Career of the Polytechnic Institute of Porto

⁴ Statutes of the School of Health

5. Functional characterisation of the position – It is the responsibility of the Professor Coordenador to carry out the duties set out in paragraph 4 of Article 3 of the ECPDESP.

6. Scope of recruitment – The cumulative requirements for admission to the tender are as follows:

- a) Meet the requirements laid out in subparagraphs b) to e) of paragraph 1 of Article 17 of the Lei Geral do Trabalho em Funções Públicas (LTFP)⁵, approved by Law No. 35/2014 of June 20, as amended;
- b) Hold a doctoral degree or a specialist title, obtained more than five years ago, under the terms of provisions of Decree-Law no. 206/2009 of August 31, in the field for which this tender is open, or a related field, in accordance with the provisions of Article 19 of the ECPDESP. For the purposes of this tender, related fields are considered to be those in which the candidate's doctoral thesis represents a relevant contribution to the field for which the tender is open;
- c) Candidates applying for the tender with qualifications obtained abroad must provide proof of recognition, equivalence, or registration of the doctoral degree in accordance with the applicable legislation;
- d) Fulfilment of the requirements set out in the Estatuto da Carreira do Pessoal Docente do Ensino Superior Politécnico, in its current version, and those set out in the Regulamento dos Concursos para a Contratação do Pessoal da Carreira Docente do P.PORTO, approved by Dispatch no. 4807/2011, published in the Official Gazette "Diário da República", Series II, no. 54 of March 17, 2011.

7. Period of validity of the tender:

7.1 The tender is hereby open for the aforementioned position, and will expire when it is filled or in the event of the absence or insufficiency of candidates.

7.2 The tender may also be terminated by a duly justified act issued by the President of ESS|P.PORTO, in compliance with the general principles of administrative activity as well as the legal, regulatory, and tender limits.

8. Formalisation of the application:

8.1 Applications must be submitted electronically via the website:

<https://www.ess.ipp.pt/candidaturas>

8.2 When applying, the following must be submitted:

- a) Electronic application form for the application procedure;
- b) A copy of the *Curriculum Vitae*, organised in accordance with the selection and seriation criteria described in no. 9 of this Public Notice;
- c) Proof and/or copies of each item mentioned in the *Curriculum Vitae*, organised in accordance with the selection and seriation criteria described in no. 9 of this Public Notice;
- d) Documents proving that the candidate meets the requirements set out in paragraph b) of no. 6 of this Public Notice;

⁵ Portuguese General Labour Code in Public Service

e) Copy of identity document.

8.3 Without prejudice to the provisions of subparagraph vii) of paragraph j) of Article 13 of the Regulamento dos Concursos para a Contratação do Pessoal da Carreira Docente do Instituto Politécnico do Porto (RCCPCD), failure by the candidate to submit the supporting documents related to their CV, as well as failure to organise the *Curriculum Vitae* in accordance with the provisions of paragraph b) of no. 8.2, will result in the non-appraisal and evaluation of these elements.

8.4 Candidates who work in ESS|P.PORTO are exempt from submitting documents which are already in their individual personal file (it is the candidate's responsibility to confirm which documents are in their individual personal file) and this should be expressly stated on the application form.

8.5 The documents must be submitted in Portuguese or English or, exceptionally, in another foreign language, and the Jury may, after deliberation, request their translation.

8.6 Applications sent by e-mail and/or registered on the electronic application platform after the application deadline will not be accepted.

8.7 Without prejudice to the obligation to submit the information specified in the previous numbers, the Jury may, exceptionally, ask the candidates to submit additional documents related to the CV.

8.8 The exception referred to in 8.7 does not replace the provisions of 8.1, 8.2 and 8.3, and its sole purpose is to clarify any doubt raised by the Jury.

9. Selection and seriation criteria:

The selection and seriation criteria and respective weighting are based on the general duties set out to be performed by professors, as foreseen in Article 2-A of the ECPDESP.

9.1 The approval of the candidates on absolute merit will depend on their having a *curriculum* that the Jury considers to be of a certain scientific and pedagogical level, research capacity and developed activity compatible with the disciplinary field and category for which the tender is open, considering that the candidate is approved on absolute merit if they are approved by an absolute majority of the voting Jury members, in which the vote must be in favour if the Jury member has awarded a score equal to or greater than 50, based on the details of the selection and seriation criteria.

9.2 Candidates approved on the basis of absolute merit will be ranked in order of the scores obtained in accordance with the detailed selection and seriation criteria.

9.3 The criteria for selecting and seriation are as follows:

- a) Pedagogical Capacity Dimension – 35%
- b) Technical-Scientific and Professional Performance Dimension – 35%
- c) Other Activities Relevant to the Mission of the Institution/Organisational Activity Dimension – 30%

9.4 Parameters of the Pedagogical Capacity Dimension (35%):

9.4.1 Experience dedicated to teaching in the tender's field (60%):

Professional experience in the field for which the tender is open as a professor in Higher Education on a full-time basis or equivalent; Coordinating or co-coordinating Higher Education course units included in Undergraduate (Licenciatura or Bacharelato) degrees' study cycles in the field for which the tender is open; Number of course units taught in the field for which the tender is open and for which the candidate was responsible.

9.4.2 Preparation of didactic material (20%):

Author or co-author of learning support documents with an ISBN or documents of pedagogical nature in the aforementioned field published as an article in a journal that is part of one of the indexes of the Web of Science Core Collection - Clarivate Analytics and which has an Impact Factor. Not cumulative with "Scientific Production"; Documents of a didactic-pedagogical nature or digital materials that cover all or part of the contents of a course unit/degree.

9.4.3 Pedagogical and technical training for professional and teaching development in Higher Education in the field for which the tender is open, and participation in other relevant pedagogical activities (20%):

Training course in Pedagogy, Education or Healthcare that is relevant to the teaching and learning process in the field for which the tender is open; Continuing Education; Participation in mobility programmes; Other relevant pedagogical activities.

9.5 Parameters of the Technical-Scientific and Professional Performance Dimension (35%)

9.5.1 Academic qualification (35%):

Undergraduate degree in Audiology; Master's with a dissertation topic relevant to the field for which the tender is open; Other Undergraduate and/or Master's degrees, or aggregation, or equivalent; Qualification: Doctoral degree with a dissertation topic relevant to the field for which the tender is open or Specialist title in the field for which the tender is open.

9.5.2 Scientific output (25%):

Author or co-author of scientific articles in indexed journals that are a part of one of the indexes of the Web of Science Core Collection - Clarivate Analytics and which has an Impact Factor; Author or co-author of scientific articles in other peer-reviewed journals; Author or co-author of books, full chapters of technical-scientific books or full chapters of conference proceedings; Author or co-author of abstracts of conference proceedings or abstracts published in indexed or peer-reviewed journals.

9.5.3 Dynamisation, intervention and recognition of technical-scientific activities (20%):

Participation in funded research projects as a result of tenders and/or awarding of research grants; Member of an R&D center accredited by FCT; Reviewer/Editor of scientific articles in indexed journals that are a part of one of the indexes of the Web of Science Core Collection - Clarivate Analytics and which has an Impact Factor; Member of Scientific Editorial Boards/scientific indexed

journals that are a part of one of the indexes of the Web of Science Core Collection - Clarivate Analytics and which has an Impact Factor; Teaching trainer in a short scientific or technical course that is not part of a degree programme; Member of scientific committees of technical-scientific events or boards of national or international experts; Author or co-author of conference presentations or posters at congresses or other scientific, academic and/or professional national or international events; Author or co-author of works that have received a scientific award; Moderator of sessions at national or international technical-scientific events.

9.5.4 Scientific supervision and participation in juries for academic examinations (20%):

Supervision or co-supervision of completed doctoral theses; Supervision or co-supervision of completed Dissertations/Projects/Final Reports of Master's degrees' internships; Supervision or co-supervision of completed Undergraduate degrees' projects; Participation in the Jury of doctoral examinations; Participation in the Jury of Master's examinations; Participation in the Jury of Undergraduate degrees' projects; Participation in the Jury of specialist examinations.

9.6 Parameters of Other Relevant Management Activities/Organisational Activity Dimension (30%):

9.6.1 Senior management in statutory organic structures in Higher Education (40%):

Dean or Vice-Dean/President or Vice-President/Director or Deputy Director of a Higher Education Institution, including a Faculty, Organisational Unit and/or School; President or Vice-President of the Scientific Council or Pedagogical Council in Higher Education.

9.6.2 Middle management in statutory organic structures in Higher Education (30%):

President/Vice-President, Coordinator/Vice-Coordinator or Director/Deputy Director of a Department, Scientific Field, Investigation Centre and/or other statutory organic structures in Higher Education; Coordinator/Vice-Coordinator of study cycles in Higher Education; Member of the institution's senior management bodies in Higher Education. Participation in internal or external institutional committees.

9.6.3. Member of a selection Jury, organisation of events and other relevant activities (30%)

Member of a selection Jury for the recruitment of teaching staff for any position in a Higher Education Institution; Member of a selection Jury for the recruitment of non-teaching staff (including paid professional internships) or scientific research fellows; Member of the organising committee of congresses, seminars, short courses or other technical-scientific and pedagogical events; Other organisational activities relevant to the Higher Education Institution.

9.7 The Jury may hold public hearings on equal terms for all candidates under the terms of the provisions of subparagraph b, paragraph 4 of Article 23 of the ECPDESP.

9.8 Details of the criteria used for selecting and seriation can be found at:

www.ess.ipp.pt/ess/recrutamento/concursos-docentes/concursos-docentes

which forms an integral part of this Public Notice.

10. The final classification individually assigned by each member of the jury will be calculated using the following formula: $NFEJ = 0,35 \cdot CP + 0,35 \cdot DTCP + 0,30 \cdot AO$, where NFEJ is the final score of the Jury member; CP = Sum of the scores assigned to the candidate in the Pedagogical Capacity Dimension; DTCP = Sum of the scores assigned to the candidate in the Technical-Scientific and Professional Performance Dimension; AO = Sum of the scores assigned to the candidate in the Other Activities Relevant to the Mission of the Institution/Organisational Activity Dimension.

11. In accordance with the provisions of paragraph 3 of Article 20 of the Regulamento dos Concursos para a Contratação do Pessoal da Carreira Docente do Instituto Politécnico do Porto, professors who hold management positions in their respective organisational units/institutes and who are exempt from teaching duties by virtue of the application of legal or statutory regulations or by determination of the competent bodies must not be prejudiced in the grid in the dimension referred to in point 9.4 of this Public Notice.

12. Stakeholder participation and decision:

12.1 The final seriation decision will be notified to the candidates for the purposes of the hearing of interested parties, under the terms of provisions of Articles 121 et seq. of the Código do Procedimento Administrativo⁶, applicable with the necessary adaptations to the provisions of Article 25 of the Regulation.

12.2 Following the hearing of the interested parties, the Jury will evaluate the claims which have been presented and approve the final seriation of the candidates.

12.3 Prior hearing – In the event of the exclusion of a candidate for failure to comply with the legal requirements, a prior hearing will be held at the end of the assessment procedure, in accordance with the provisions of Articles 121 and 122 of the Código de Procedimento Administrativo.

12.4 Consultation of the process – The documents relating to the competition may be consulted at <https://www.ess.ipp.pt/ess/recrutamento/concursos-docentes/concursos-docentes>, as well as at the Secretariat of the Presidency of ESS|P.PORTO, during normal working hours.

13. Jury minutes will be made available to candidates upon request.

14. False declarations will be punished according to the law.

15. Composition of the Jury:

15.1 President:

Professor Nuno Albertino Barbosa Ferreira da Rocha, Professor Coordenador, Vice-President of School of Health of Polytechnic Institute of Porto, which can be replaced in their absence or impediment by Professor Maria Cristina Prudêncio Pereira Soares, Professora Coordenadora Principal, President of the School of Health of the Polytechnic Institute of Porto.

15.2 Members:

⁶ Administrative Procedure Code

Professor Carla Sofia Matos da Silva, Professora Coordenadora of the Coimbra Health School of the Polytechnic Institute of Coimbra;

Professor Margarida Maria Fernandes Serrano, Professora Coordenadora of the Coimbra Health School of the Polytechnic Institute of Coimbra;

Professor Paula Maria da Costa Lopes, Professora Coordenadora of the School of Health of the Polytechnic Institute of Porto;

Professor Manuel de Almeida Correia, Retired Professor Coordenador of the Lisbon School of Health Technology, Lisbon Polytechnic Institute;

Professor Rui Miguel Monteiro Soles Gonçalves, Professor Coordenador of the Coimbra Health School of the Polytechnic Institute of Coimbra.

16. In accordance with paragraph h) of Article 9 of the Constitution, the Public Administration, as the employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional progression, and scrupulously ensures the avoidance of any and all forms of discrimination.

17. All notifications within the scope of this tender procedure will be sent electronically (through the platform and/or by e-mail) and will be considered to have been made on the fifth working day following its submission or on the first working day thereafter if that day is not a working day, in accordance with the provisions of paragraph 6 of Article 113 of the CPA.

18. This Public Notice will be published in the following terms:

- a) In Series II of the Official Gazette "Diário da República";
- b) On the Bolsa de Emprego Público⁷ website, www.bep.gov.pt, on the first working day following publication in the Official Gazette "Diário da República";
- c) On the Euraxess Portugal website;
- d) On the website of ESS/P. PORTO, in Portuguese and English, at:
<https://www.ess.ipp.pt/ess/recrutamento/concursos-docentes/concursos-docentes>

October 25th, 2023.

The President of ESS | P.PORTO

Prof.^a Doutora Cristina Prudêncio
(Principal Coordinating Professor)

⁷ Portuguese Public Employment Service