

LISBON POLYTECHNIC INSTITUTE PROCLAMATION

Under the terms and conditions of Articles 3, 5, 10-B, 15, 15-A, 17 and 29-B of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), sanctioned by Decree-Law No. 185/81, of 1 July, in its republication as it appeared in Decree-Law No. 207/2009, of 31 August, and by Law No. 7/2010, of 13 May, together with Dispatch No. 1979/2010, published in *Diário da República*, Series II, No. 19, of 28 January, amended by Amendment Declaration No. 244/2010, published in *Diário da República*, Series II, No. 26, of 8 February, which sanctioned the Regulations for Applications for the Recruitment of Teaching Staff for the Lisbon Polytechnic Institute (IPL), it is hereby made public, by dispatch of the President of the Lisbon Polytechnic Institute, of 21 December 2018, in 1(d) of Article 92 of Law No. 62/2007 of 10 September, and paragraph 1(d) of Article 26 of the Normative Dispatch No. 20/2009 of 13 May, *Diário da República* Series II No. 98 of 21 May, that, for a period of 30 working days from the publication of the present proclamation in *Diário da República*, applications are now invited for the purpose of filling a teaching vacancy scheduled for 2019 at the Lisbon School of Health Technology (ESTeSL) of the Lisbon Polytechnic Institute.

- 1.** Type of Selection Process — Document Based.
- 2.** Category - Associate Professor.
- 3.** Subject Area — Clinical Physiology – Vascular Function Studies.
- 4.** Application validity - The application is valid only for the job specified, and expires once submitted.
- 5.** Functional Content — As described in paragraph 4 of Article 3 of ECPDESP.
- 6.** Applicable legal relation mode - Public service employment contract for an indefinite period with a trial period of five years, in accordance with article 10- B of ECPDESP.

7. Admission requirements – Applications for the above-mentioned post should meet the conditions laid down in Article 17 of ECPDES and hold a PhD or Specialisation in the subject area in question, or comparable subject area.
 8. Applications: Formal applications should be submitted to the President of the IPL either by hand or via registered mail to the following address: Instituto Politécnico de Lisboa, Estrada de Benfica, n.º 529, 1549-020 Lisboa.
 9. Application requirements — Submission of the following information is mandatory: full name; parents' names; date and place of birth; number and date of identification document and issuing authority; home address and telephone number; marital status; academic qualifications and final grade; professional category and position currently held; identification of the position the candidate is applying for and of the *Diário da República* in which the present proclamation was published; as well as any other information deemed relevant in order to assess the suitability of the interested parties.
 10. Documents to be submitted together with the application:
 - a) Identification document;
 - b) Criminal record certificate;
 - c) Medical certificate confirming the candidate's physical condition and psychological profile to perform public service, issued by a practising doctor;
 - d) Compulsory vaccination record, duly updated;
 - e) Documents proving that the candidate meets the legal provisions stipulated in paragraph 7 of the present proclamation;
 - f) Two hard copies of a detailed *curriculum vitae*, dated and signed, and one copy in PDF digital format;
 - g) Two hard copies of all supporting documentation mentioned in the *curriculum vitae*, and one in PDF digital copy;
 - h) Complete list of all submitted documentation.
- 10.1. Whenever appropriate, the jury reserves the right to request further documentation related to the submitted *curriculum vitae*.

11. Exemption from the submission of documents – Exemption from the submission of the documents mentioned in b), c) and d) of the previous paragraph may be granted to applicants who declare in their application, under separate headings and on their word of honour, their exact situation with respect to the content of each of these items.

11.1. Candidates who are currently employed in the IPL are exempt from submitting such documents as they are already included in the respective records. This should be clearly stated in their application.

12. Information to be provided in the *curriculum vitae*:

- a) Academic qualifications (degrees, grades, dates and institutions where they were obtained);
- b) Other official graduate and post-graduate courses, with an indication of the grades, dates and institutions where they were obtained;
- c) Training and professional experience;
- d) Participation in innovative projects, meetings, seminars and other meetings of a similar nature (the information provided will be used to assess the candidate's levels of intervention and responsibility, as well as the end results of such initiatives);
- e) Technical or didactic research work undertaken (the information provided shall enable the assessment of skills, through an analysis of the quality of the work carried out);
- f) Publications (the information provided shall allow for the assessment of skills, through an analysis of the quality of the published works) – candidates should select and submit no more than 10 of the most representative publications (2 copies per publication, when not available in digital format);
- g) Other relevant experience for the present application;
- h) The *curriculum vitae* must be organized according to the criteria and order established in the following paragraph (13).

13. Selection criteria and classification of candidates – In compliance with the terms of Article 15-A and 23 of ECPDESP and Article 26 of Dispatch 1979/2010, published in *Diário da República*, Series II, No. 19 of 28 January, amended by Amendment Declaration No 244/2010, published in the *Diário da*

República, Series II, No. 26 of 8 February, the Jury, at a preliminary meeting held on 14 May 2019, approved the following parameters, criteria and considerations, in view of the evaluation and shortlisting of candidates, and their curriculum vitae must be organised in accordance with them:

a) Technical, Scientific and Professional Performance(TSPP - 40%)

a1. Academic Qualifications (AC - 45%)

- a) PhD in the subject area in question, or comparable subject area: 40 points. If the Doctorate is in a related field, the theses should be related to specific curricular units of the vascular function: 40 points. Doctorate in other fields: 5 points;
- b) Bachelor's degree in Cardiopneumology or Clinical Physiology: 20 points;
- c) Certified training, within the scope of higher education, relevant to the subject area in question: Training of 90-120 ECTS: 18 points; training of 60-89 ECTS: 9 points; training of 30-59 ECTS: 5 points; training of 1-29 ECTS: 2 points. Up to a maximum of 20 points.

a2. Quality and Publication of the Research Results (RR 35%)

- a) Scientific books published: 3 points per book. Up to a maximum of 6 points;
- b) Scientific book chapters published: 1 point per chapter. Up to a maximum of 2 points;
- c) Scientific articles published:
Articles accepted and/or published in international scientific journals with peer review: 15 points per article; articles published in national journals with peer review: 5 points per article. Up to a maximum of 60 points.
- d) Participation in scientific conferences:
 - i. Oral presentations at international scientific events: 5 points per presentation. Up to a maximum of 20 points;
 - ii. Oral presentations at national scientific events: 2 points per oral presentation and 1 point per poster. Up to a maximum of 40 points.

- e) Member of a scientific committee or sub-committee of an international scientific event: up to 5 points per event. Up to a maximum of 15 points;
 - f) Member of an organising committee or sub-committee of a national scientific event: up to 3 points per event. Up to a maximum of 20 points.
- a3. Quality of Technical/Scientific and Professional Contracts/Projects (PCI 15%)
- a) Member of a research centre: 5 points, up to a maximum of 30 points;
 - b) Member of a research group or team: 5 points, up to a maximum of 30 points.
- a4. Awards, Scholarships and Distinctions (5%)
- a) Scientific, academic and professional awards, grants and distinctions from scientific societies or from public and private entities: 4 points per award, grant or distinction, up to a maximum of 12 points.
- a5. Others situations (OS - 5%)
- a) Other relevant activities in the subject area in question. Up to a maximum of 10 points.

b) Teaching Performance (TP 45%):

- b1. Teaching Positions (TP - 50%)
- a) Experience and quality of pedagogic work in higher education:
 - i. Number of academic years teaching on a full-time basis: 5 points per academic year, up to a maximum of 40 points.
 - ii. Number of academic semesters teaching on a part-time basis: 2 points per semester, up to a maximum of 10 points;
 - iii. Number of times participating in teaching Master's degree or PhD curricular units: 4 points per participation per academic semester, up to a maximum of 15 points;
 - iv. Participation in teaching curricular units: 2 points per curricular unit per academic semester, up to a maximum of 60 points;

- v. Coordinator of curricular units: 2 points per coordination of curriculum unit per academic semester.

b2. Participation on Juries (PJ - 10%)

- a) Participation on juries for works leading to an academic degree, and/or other examinations referred to in the Career Statutes for Teaching Staff in Higher Education, and professional and clinical competencies for scientific organisations: Doctorate degree: 5 points per participation; Master's degree: 3 points per participation; Bachelor's degree (Research): 1 point per participation.

Other evidence of Career Statute for Teaching Staff in Higher Education: 1 point per participation. Participation in selection boards for scientific/clinical projects: 2 points per selection board. Up to a maximum of 40 points.

b3. Dedication and Quality of Professional Activities related to Teaching (PAT 5%)

- a) Internationalisation of pedagogical/teaching activities at institutions of higher education: 5 point per participation.

b4. Supervision of Dissertations and Work Leading to an Academic Degree (SDW 30%)

- a) Supervision of theses, dissertations and works. Doctorate degree: 10 points; Master's: 6 points; Bachelor's Degree (Research): 3 points per completed supervision. Up to a maximum of 30 points.

c) Other activities relevant to the mission of the institution (OA - 15%)

c1. Performance of Academic Duties and Functions (ADF 35%)

- a) Full member of higher education institution governing boards: Higher education institution chairman/director: 8 points per year in office; higher education institution vice-chairman/assistant director: 6 points per year in office; member of Board of Representatives and/or Scientific Board and/or Academic Board or equivalent: 5 points per half-year in office. Duties provided for in the by-laws of the institution in question will be considered;

- b) Performance of pedagogic/scientific/coordination management duties (director of degree course, department, scientific area, etc.): 3 points per half-year in office. Duties provided for in the by-laws of the institution in question will be considered;
 - c) Other positions or duties by designation attributed by managing boards of institutions of higher education: 3 points each, up to a maximum of 30 points.
- c2. Extension activities (EA - 60%)
- a) Activities relevant to instruction, research and community service. Participation in academic community-related projects and initiatives compatible with the subject area in question will be considered. Up to 2 points will be awarded per initiative. Up to a maximum of 30 points;
 - b) Activities to promote and publicise higher education institutions and their activities/offerings: 1 point per activity;
 - c) Continuous training activities for professionals in the subject area in question. 0.1 points will be awarded for each hour of training. Up to a maximum of 40 points. The hours duly substantiated by the candidate will be counted.
- c3. Others situations (OS - 5%)
- a) Other relevant activities in the subject area in question. Up to a maximum of 10 points.

14. Jury – By dispatch of the President of the Lisbon Polytechnic Institute, dated 15 March 2019, published by Proclamation No. 3926/2019 published in the *Diário de República*, Series II, No. 69 of 8 April, the Jury shall be composed as follows:

President:

- Professor Anabela Rodrigues da Graça, President of the Lisbon School of Health Technology of the Lisbon Polytechnic Institute, by delegation of powers of the President of the Lisbon Polytechnic Institute;

Permanent Members:

- João Carlos Gomes Lobato, Coordinating Professor of the Lisbon School of Health Technology at the Lisbon Polytechnic Institute;

- Dr. Jorge Manuel Santos Conde, Coordinating Professor of the School of Health Technology at the Polytechnic Institute of Coimbra;
- Dr. Eduardo Jorge da Costa Alves, Research Coordinator of the Higher Technical Institute of the University of Lisbon;
- Dr Agostinho Luís da Silva Cruz, Coordinating Professor of the Porto School of Health at the Polytechnic Institute of Porto.

Alternate Members:

- Dr. Maria Teresa dos Santos Paiva, Retired Full Professor at the University of Lisbon School of Medicine;
- Dr. Lina da Conceição Capela de Oliveira Vieira, Coordinating Professor of the School of Health Technology at the Lisbon Polytechnic Institute.

15. Admission, assessment and classification of candidates – Once the application period expires, the jury meets to consider the admission and proceed with the assessment and classification of candidates in accordance with the criteria stated in paragraph 13 of this Proclamation.

15.1 The selection procedure may be terminated by reasoned act of the President of IPL respecting the general principles of administrative activities as well as the legal and regulatory limits on recruitment.

16. Absolute merit is gauged on the basis of the candidate's *curriculum vitae*, relevant in the area which the present proclamation refers to, under the terms laid down in paragraph 13

17. above. Candidates who do not successfully achieve a classification of 50% or higher in the jury's assessment will be excluded.

18. Prior hearing – In the event of a candidate being excluded for non-compliance with the legal requirements, or for lack of absolute merit, and at the end of the assessment, a prior hearing will be given under the terms of article 121 et seq. of the Code of Administrative Procedure (CPA), published by Law No. 4/2015 of 7 January.

19. Public hearings - Under the terms laid down in Article 23(4)(b) of ECDESP, the jury may conduct public hearings on an equal footing for all candidates.

- 20.** Enquiries – The selection process may be consulted by those candidates wishing to do so through the President's Office of the Lisbon Polytechnic Institute from 10:00 – 12:00 and 14:00 – 16:00.
- 21.** Recruitment conditions - Shortlisted candidates will be contracted under the terms and conditions which allow for the provisions laid down in Article 42 of Law 71/2018 of 31 December (State Budget for 2019).
- 22.** Pursuant to Article 9(h) of the Constitution, the IPL actively promotes, as an employer, an policy of equal opportunities for men and women as regards access to employment and professional career advancement, scrupulously guarding against any and all forms of discrimination.

Lisbon, 25 June 2019. President of IPL - Dr. Elmano da Fonseca Margato.