

Lisbon Polytechnic Institute Proclamation

Under the terms of articles 3, 5, 10b, 15, 15a, 17 and 29b of the Career Statutes for Teaching Staff in Higher Polytechnic Education (ECPDESP), sanctioned by Decree-Law no. 185/81, of 1 July, as amended by Decree Law no. 207/2009 of 31 August (which republished them), and by Law no. 7/2010 of 13 May, combined with Order no. 1979/2010, published in the Official Gazette (Diário da República), series II, no. 19 of 28 January, amended by Declaration of Rectification no. 244/2010, published in the Diário da República, series II, no. 26 of 08 February, which passed the Regulations for Hiring Teaching Staff at the Lisbon Polytechnic Institute (IPL), it is hereby announced that, by order of the IPL President dated 19.12.2018, exercising his powers pursuant to article 92(1)(d) of Law no. 62/2007 of 10 September, and article 26(1)(d) of Normative Order no. 20/2009 of 13 May, published in the Diário da República, series II, no. 98 of 21 May, a selection procedure is now opened, for 30 working days from the publication date of this proclamation in the Diário da República, to fill an open position in the teaching staff of the Lisbon Polytechnic Institute/Lisbon Higher Institute of Engineering for 2019.

1- Type of Selection Process - Document Based.

2- Category - Associate Professor.

3 - Subject Area – Bioengineering applied to Biomedical Engineering

4 - Time period - The selection process ends once the vacancies contained in the public notice are filled, as provided for in article 38(1) of Order no. 1979/2010, of 28 January.

5 - Functional Content — As described in Article 3(4) 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 ECPDESP and hold a PhD or Specialisation in the subject area in question, or comparable subject area.

8 - Applications - Official applications are made by submitting a request to the President of the Lisbon Higher Institute for Engineering by certified/registered mail to: Serviço de Recursos Humanos do Instituto Superior de Engenharia de Lisboa, Rua Conselheiro Emídio Navarro, n.º 1, 1959-007 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; 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) Criminal record certificate;

b) Medical certificate confirming the candidate's physical condition and psychological profile to perform public service, issued by a practising doctor;

c) Compulsory vaccination record, duly updated;

- d) Documents proving that the candidate meets the legal provisions stipulated in paragraph 7 of the present proclamation;
- e) Two hard copies of a detailed *curriculum vitae*, dated and signed, and one copy in PDF digital format;
- f) Two hard copies of all supporting documentation mentioned in the *curriculum vitae*, and one in PDF digital copy;
- g) Complete list of all submitted documentation.

10.1 - Whenever appropriate, the jury may request further documentation related to the *curriculum vitae* submitted.

The jury considered it necessary for candidates to submit a supplementary document in Excel format containing the objective breakdown of the items corresponding to the evaluation criteria defined in point 13 which shall be made available to them at: <https://www.isel.pt/docentes/docentes/recursos-humanos/concursos-de-pessoal>

11 - Exemption from the submission of documents - Exemption from the submission of the documents mentioned in a), b) and c) 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 their records. This should be clearly stated in their application.

12 - *Curriculum vitae* items - Information to be provided in the *curriculum vitae*:

- a) Academic qualifications (degrees, grades, dates and institutions where they were obtained);
- b) Other certified training, including the respective grades, dates, duration and awarding institutions;
- c) Professional experience in the subject area in question;
- d) Participation in research and innovation projects (the information provided should allow for an assessment of the applicant's degree of involvement and responsibility, amounts of financing, team and duration of the projects, the final results achieved and their impact on society);
- d) Participation in/organisation of meetings, seminars and other events of a similar nature (the information provided should allow for an assessment of the applicant's type of participation and responsibility);
- e) Participation in/performance of technical, outreach and didactic work (the information provided should allow for an assessment of the skills involved, the applicant's responsibility and the quality of work produced);
- f) Articles and other scientific and technical works published (a copy of the work should be provided in electronic format);
- g) Other relevant experience for the present application;
- h) The *curriculum vitae* should be organized per the criteria in point 13 of this Proclamation, in accordance with its various sub-paragraphs.

13 - Selection criteria and classification of candidates: In compliance with the terms of Article 15-A of ECPDESP and Order no. 1979/2010 of 12 January, published in Diário da República, Series II, No. 19 of 28 January, the Jury approved, at a preliminary meeting on 02 April 2019, the following criteria, indicators and considerations, with a view to assessing and classifying candidates, and the *curriculum vitae* should be organised according to the same criteria:

13.1 - Technical/Scientific and Professional Activities (TSPA), up to a maximum of 30 points, of which the following are taken into consideration:

- a) Participation in research and development projects in the subject area or related area in question (PRD), with a maximum weighted score of 9,0 points;
- b) Scientific production, publications, conferences in the country and abroad in the subject area in question (SP), with a maximum weighted score of 9,0 points;
- c) Supervision of work leading to the award of an academic degree in the subject area or related area in question (SW), with a maximum weighted score of 4,0 points;

- d) Participation in juries for academic examinations in the subject area or related area in question (PJAT), with maximum weighted score of 4,0 points;
- e) Participation in research units, scientific societies and their committees in the subject area or related area in question (PRU), with a maximum weighted score of 4,0 points.

The classification to be assigned in this criterion (TSPA) is the result of applying the following formula:

$TSPA = PRD + SP + SW + PJAT + PRU$,

and consideration should be given to the following:

a) Participation in research and development projects is weighted as follows:

- Responsible for Project financed by external entity or research line of Research Centre accredited by FCT;
- Participation in a project funded by an external entity or by research line of Research Centre accredited by FCT.

b) The scientific production, publications, communications at conferences in the country and abroad, in the area or related area for in question is weighted as follows:

- Indexed articles or books and book chapters;
- Other items;
- Communications in scientific events;
- Patents awarded;
- National technical-scientific awards;
- International technical-scientific awards.

c) Supervision of work leading to the award of an academic degree, under the terms of article 21(1) of Decree-Law 65/2018, of 16 August, is weighted as follows:

- Supervision of completed master theses;
- Supervision of completed Ph.D. theses.

d) Participation in juries for academic examinations is weighted as follows:

- Participation in Master's juries (except for supervisor);
- Participation in PhD juries (except for supervisor) or award of specialist title.

e) Participation in research units, scientific societies and their committees is weighted as follows:

- Participation in a research unit;
- Participation as a member of the scientific committee of an international scientific conference, in the subject area in question;
- Participation as a member of the scientific committee of a national scientific conference in the subject area in question;
- Participation as a member of an international scientific society, in the subject area in question;
- Participation as a member of a national scientific society in the subject area in question.

13.2 - Pedagogical Activity (PA), up to a maximum of 45 points, of which the following are taken into consideration:

a) Carrying out proposals for study cycles awarding a degree for accreditation by the official entities (CPSC), with a maximum weighted score of 10,0 points;

b) Experience in coordinating study cycles awarding a degree (ECST), with a maximum weighted score of 10,0 points;

c) Length of teaching service in higher education (TS), with a maximum weighted score of 10,0 points;

d) Lecturing of subjects and curriculum units for Bachelor's degrees, graduate-level courses and Masters' degrees in the area in question (LCU), with a maximum weighted score of 8,0 points;

e) Participation in drafting or revising/adapting subjects and curriculum units for Bachelor's degrees, graduate-level courses and Masters' degrees in the area in question (PCU), with a maximum weighted score of 4,0 points;

f) Production of pedagogical materials in the subject area or related area in question (PPM), with maximum weighted score of 3,0 points.

The classification to be assigned in this criterion (PA) is the result of applying the following formula:

$$PA = CPSC + ECST + TS + LCU + PCU + PPM,$$

and consideration should be given to the following:

- a) Carrying out proposals for study cycles awarding a degree for accreditation by the official entities;
- b) Experience in coordinating study cycles awarding a degree;
- c) Length of teaching service in higher education.
- d) Lecturing of subjects and curriculum units for Bachelor's degrees, graduate-level courses and Masters' degrees in the area in question:
 - Teaching of relevant curricular units in the subject area in question;
 - Responsible for relevant curricular unit in the disciplinary area in question;
 - Supervision of traineeships and final degree projects.
- e) Participation in drafting or revising/adapting subjects and curriculum units for Bachelor's degrees, graduate-level courses and Masters' degrees in the area in question:
 - For being a member of the committee responsible for the accreditation process of a cycle of studies;
 - For each curricular unit in which there was responsibility for the revising/adapting the curricular unit programme.
- f) Production of pedagogical materials in the subject area or related area in question:
 - For each curricular unit in which the candidate developed sections to support theoretical, practical or theoretical-practical content covering at least half of the curricular unit's curricular contents.

13.3 - Other activities relevant to the mission of the institution (ARMI), up to a maximum of 25 points, of which the following are taken into consideration:

- a) Participation in organising technical, scientific and pedagogical events in the area in question (OE), with a maximum weighted score of 10,0 points;
- b) Participation in management bodies and in technical, scientific, pedagogical or professional bodies, committees and working groups (PMB), with a maximum weighted score of 8,0 points;
Community Outreach Activities, such as disseminating R&D activities and courses abroad (COA), with a maximum weighted score of 3,5 points;
- d) Internationalisation of Activities in the subject area in question (IA), with maximum weighted score of 3,5 points.

The classification to be assigned in this criterion is the result of applying the following formula:

$$ARMI = OE + PMB + COA + IA,$$

and consideration should be given to the following:

- a) Participation in organising technical, scientific and pedagogical events in the area in question as follows:
 - Participation as a member of the organising committee of an international scientific conference, in the subject area in question;
 - Participation as a member of the organising committee of a national scientific conference in the subject area in question.
- b) Participation in management bodies and in technical, scientific, pedagogical or professional bodies, committees and working groups (PMB) is weighted as follows:
 - Exercising executive duties in management positions of the institution or organisational units of the institution;
 - President on other management bodies of the institution or organisational units of the institution;
 - Member of other management bodies of the institution or organisational units of the institution;
 - Exercising mandates or functions on course coordinating committees, departments or other structures supporting the activities of the institution (e.g. laboratories);
 - Participation in projects and/or knowledge transfer activities considered strategic by the institution;
 - Other promotion activities of the institution or its training programme duly proven by the governing bodies.
- c) Community Outreach Activities, such as disseminating R&D activities and courses abroad;
- d) Internationalisation of Activities in the subject area in question.

13.4 — The final classification (FC), on a scale of 0 to 100 points, will be obtained by the following formula:
 $FC = TSPA + PA + ARMI,$

13.5 — All results are rounded and displayed to one decimal place.

14 - Jury - By order of the President of the Lisbon Polytechnic Institute, dated 19 December 2018, published by Proclamation (extract) No. 455/2019 published in the *Diário de República*, Series II, No. 6 of 9 January, the Jury shall be composed as follows:

President of the Jury:

Dr. Jorge Alberto Mendes de Sousa, President of the Lisbon Higher Institute of Engineering, by delegation of powers of the President of the Lisbon Polytechnic Institute.

Permanent Members:

Dr. Luís Joaquim Pina da Fonseca, Associate Professor with Aggregation of the Higher Technical Institute of the University of Lisbon;

Dr. Maria Isabel Andrade Mendes de Vasconcelos, Associate Professor of Universidade Católica of Porto

Dr. Rui Manuel Furtado Bezerra, Associate Professor with Aggregation of University of Trás-os-Montes e Alto Douro.

Dr. Manuel José de Matos, Coordinating Professor of the Lisbon Higher Institute of Engineering of the Lisbon Polytechnic Institute;

Alternate Members:

Dr. António Manuel Rocha Paulo, Main Researcher of the Technological and Nuclear Campus of the Higher Technical Institute of the University of Lisbon;

Dr. Amin Mahamede Sadrudine Vissanji Karmali, Coordinating Professor of the Lisbon Higher Institute of Engineering of 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.

In the event of a tie between candidates, once the final classification has been obtained, the following tie-breaking criteria shall be applied successively:

a) Best result of sum of TSPA and PA;

b) Best classification in PA;

c) Best classification in TSPA;

d) Best classification in ARMI.

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 to which the present proclamation refers, under the terms laid down in paragraphs 12 and 13 above. Candidates who do not successfully achieve a classification of 50% or higher in the jury's assessment will be excluded.

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

18 - 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.

19 - Enquiries - The selection process may be consulted by those candidates wishing to do so through the President's Office of the Lisbon Higher Institute of Engineering during normal office hours, i.e. 09:30 – 12:00 and 14:00 – 16:00.

20 - The shortlisted candidate will be contracted under the terms and conditions which allow for the provisions laid down in article 42 of Law no. 71/2018 of 31.12 (State Budget Law for 2019).

21 - Pursuant to Article 9(h) of the Constitution, the IPL actively promotes, as an employer, a 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, 31 May 2019. President of IPL - Dr. Elmano da Fonseca Margato.