

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 two teaching vacancies 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 — Dietetics and Nutrition.
- 4.** Application validity - The application is valid only for the jobs 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 ECPDESP 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 13 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 - 50%)

- a) PhD in Dietetics and Nutrition or related areas, provided the Theses was written strictly within the scope of Dietetics and Nutrition, or has a Specialist Qualification in Dietetics and Nutrition under the terms of Decree-Law no. 206/2009, of 31 August: 30 points;
- b) Bachelor's Degree in Dietetics, Dietetics and Nutrition or Nutrition Sciences: 20 points;
- c) Certified training, within the scope of higher education, relevant to the subject area in question: Training of 90-120 ECTS: 15 points; training of 60-89 ECTS: 10 points; training of 30-59 ECTS: 5 points; training of 1-29 ECTS: 2 points. Up to a maximum of 30 points.

a2. Quality and Publication of Research Results relevant to the subject area in question (RR 35%)

- a) Scientific books published: 10 points per book. Up to a maximum of 20 points;
- b) Scientific book chapters published: 5 points per chapter. Up to a maximum of 15 points;
- c) Scientific articles published:
Articles indexed on ISI/Scopus: 15 points per article; Articles not indexed on ISI/Scopus: 5 points per article. Up to a maximum of 60 points.
Only articles that show clear indexation will be counted;
- d) Participation in scientific conferences:
 - i. Publication of complete scientific articles in conference minutes: up to 4 points per article. Up to a maximum of 20 points;

- ii. Oral and poster presentations at scientific events: 3 points for oral presentation and up to 2 points per poster. Up to a maximum of 40 points.
 - e) Guest speaker at scientific events: 5 point per participation. Up to a maximum of 50 points;
 - f) Member of organising or scientific committee of a scientific event: up to 4 points per event. Up to a maximum of 40 points.
- a3. Quality of Technical/Scientific and Professional Contracts/Projects (PCI 15%)
- a) Domestic projects/contracts: up to 5 points for project/contract coordinator, and up to 2.5 points for team members. International projects/contracts: up to 10 points for project/contract coordinator, and up to 5 points for team members. Up to a maximum of 20 points.
Projects/contracts involving approval and financing will be considered.
The jury will consider projects/contracts in the subject area in question.
- a4. Awards, Scholarships and Distinctions (5%)
- a) Scientific, academic and professional awards, and distinctions from scientific societies or from public and private entities: 2 points per international award or distinction, and 1.5 points per domestic award or distinction. Up to a maximum of 6 points;
 - b) Studies for work periods/time spent at research centres/clinics: 3 points each. Up to a maximum of 15 points.

b) Teaching Performance (TP 45%):

b1. Teaching Positions (TP - 50%)

- a) Experience and quality of teaching work:
 - i. Number of semesters of teaching experience: 2 points per academic semester. Scoring is proportional to the percentage value of contracts. Up to a maximum of 20 points.
The semesters/contracts in which candidates clearly demonstrate their situation will be counted;

ii. Curriculum units taught:

When taught for the first time: 4 points for each curricular unit, weighted to the percentage of teaching; when the same curricular unit is taught in different academic years of the same curricular plan: 2 points per curriculum unit, weighted to the percentage of teaching. Up to a maximum of 40 points.

The semesters/contracts in which candidates clearly demonstrate their teaching service will be counted;

iii. Coordinator of curricular units: 6 points per coordination of curriculum unit. Up to a maximum of 18 points.

The semesters/contracts in which candidates clearly demonstrate the following will be counted.

b2. Participation on Juries (PJ - 10%)

a) Participation as an examiner on juries for works leading to academic titles or degrees: PhD/Specialist: 10 points each; Master's degree: 5 points each; Bachelor's degree: 2 points each. Up to a maximum of 40 points;

b) Participation in juries for works leading to an academic degree, and/or other examinations referred to in the Career Statutes for Teaching Staff in Higher Education. Doctorate degree: 4 points per participation; Master's degree: 2 points per participation; Bachelor's degree (Research/Placement): 1 point per participation. Other evidence of Career Statute for Teaching Staff in Higher Education: 3 point per participation. Up to a maximum of 30 points.

b3. Dedication and Quality of Professional Activities related to Teaching (PAT 10%)

a) Internationalization of teaching activities at institutions of higher education: 1 point per participation. Up to a maximum of 6 points.

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

a) Supervision of theses, dissertations and final course projects. Doctorate degree: 10 points; Master's: 6 points; Bachelor's

Degree (Research): 4 points. Up to a maximum of 30 points. Only completed work will be counted.

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

- c1. Performance of Academic Duties and Functions (ADF - 35%)
 - a) Held the office of President of the Institution: 1 point per month of office. Positions provided for in the by-laws of the institution in question will be considered;
 - b) Held the office of Vice-President of the Institution: 0.5 points per month of office. Positions provided for in the by-laws of the institution in question will be considered;
 - c) Held the office of President of the CTC: 0.5 points per month of office. Positions provided for in the by-laws of the institution in question will be considered;
 - d) Held the office of director of other Institution management bodies: 0.25 points per month of office. Duties provided for in the by-laws of the institution in question will be considered;
 - e) Performance of academic/scientific management/coordination duties (Course/Departmental/other Director: up to 0.25 points per month of office. Duties provided for in the by-laws of the institution in question will be considered;
 - f) Performance of duties on governing bodies, as a member: 0.1 point per month of office. Duties provided for in the by-laws of the institution in question will be considered.
- c2. Extension activities (EA - 60%)
 - a) Activities relevant to instruction, research and community service. Participation in community-related projects and initiatives compatible with the subject area in question will be considered. 3 points will be awarded per initiative. Up to a maximum of 30 points;
 - b) Continuous training activities for professionals, as trainer, in the subject area in question. 0.1 points will be awarded for each hour of training. Up to a maximum of 30 points.
- c3. Other situations (OS- 5%)

Other relevant activities in the subject area in question. Up to a maximum of 10 points.

Final Classification = (TSPP 40%) + (TP 45%) + (OA 15%)

14. Jury – By dispatch of the President of the Lisbon Polytechnic Institute, dated 01 April 2019, published by Proclamation No. 4061/2019 published in the *Diário de República*, Series II, No. 73 of 12 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:

- Dr. Lino Jorge de Jesus Mendes, Coordinating Professor of the Lisbon School of Health Technology at the Lisbon Polytechnic Institute;
- Dr. Helena Maria Ramos Marques Coelho Cortez Pinto, Full Professor at the University of Lisbon School of Medicine;
- Dr. Catarina Ferreira Murinello de Sousa Guerreiro Fragoso Mendes, Associate Professor at the University of Lisbon School of Medicine;
- Dr. Maria Helena Pimentel, Coordinating Professor at the School of Health of the Polytechnic Institute of Bragança;

Alternate Members:

- Dr Agostinho Luís da Silva Cruz, Coordinating Professor of the Porto School of Health at the Polytechnic Institute of Porto;
- Dr. Renato Danton Sampaio Ribeiro de Abreu, Coordinating Professor at the Lisbon School of Health Technology 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.

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.** 15 - 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 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, 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.
- 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 Polytechnic Institute from 10:00 – 12:00 and 14:00 – 16:00.
- 20.** 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).
- 21.** 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, 29 May 2019. President of IPL - Dr. Elmano da Fonseca Margato.