



UNIVERSIDADE DE COIMBRA

REITORIA

POSICION ANNOUNCEMENT: FULL PROFESSOR

2

Let it be known that, by my order of *2017 12 / 5*, an international application is open to the post of Full Professor in the scientific area of **Medicine (Group of Medicine and Medical Specialities / Pneumology)** at the Faculty of Medicine of the University of Coimbra, under a contract of employment in public functions for an unspecified period, referenced as P053-14-1178. The application is open for a period of 30 days, from the day of publication of this announcement in Diário da República.

The process will be conducted under the terms of articles 37 to 51, 62-A and 83-A of the University Lecturer Career Statute, herewith referred to as ECDU, Order 18079/2010, of 3 December, published in Diário da República, 2nd series, and further applicable legislation.

In accordance with joint order no. 373/2000, of 31 March, from the Minister of State Reform and Public Administration and the Minister for Equality, the following should be stated:

“Pursuant to subparagraph h) of the article 9 of the Constitution, the Portuguese State, as employer, actively promotes a policy of equal opportunities among men and women in the access to employment and career development, and takes scrupulous measures to avoid every form of discrimination.”

I - Place of Work

Faculty of Medicine , University of Coimbra.

II – Admission Requirements

1. The post is open to applicants holding a PhD in the field of **Medicine (Group of Medicine and Medical Specialities / Pneumology)**, for at least five years, as well as, holding the academic title of Habilitation (in Portuguese “Agregação”).

1.1. Candidates to the post with qualifications obtained abroad must show recognition, of their PhD degree, pursuant to Decree-Law 341/2007, dated 12 October, and other applicable legislation.



UNIVERSIDADE DE COIMBRA

REITORIA

2. Candidates must be proficient in spoken and written Portuguese and, excepting those from Portuguese speaking countries, are required to present a legally valid document that proves their proficiency to fulfil their teaching duties. The proficiency in the above mentioned language can also be evaluated by the jury, through analysis of the documentation submitted by the candidate.

3. Candidates must meet the general requirements for recruitment in the public sector, as defined by Law 35/2014, of 20 of June that are not waived by ECDU.

4. The contract of unspecified duration to the post now open for applications has a trial period of one year, provided that the applicant is not already a teacher of an university or polytechnic or a career scientific researcher, pursuant to paragraph 2 of Article 19 of the ECDU.

III – Applications

1. Applications should be sent by registered mail to: Unidade de Atendimento do Serviço de Gestão de Recursos Humanos, Centro de Serviços Comuns da Administração da Universidade de Coimbra, Edifício da Faculdade de Medicina, Piso 1, Rua Larga, Polo I da Universidade de Coimbra, 3004-504 Coimbra, or delivered personally, at the same address (<http://www.uc.pt/drh/ca>).

2. Applications should include the following documentation:

a) document addressed to the Rector of the University of Coimbra with the following information:

- i. Identification of the post to which the candidate is applying;
- ii. Full name;
- iii. Parents name;
- iv. Date and place of birth;
- v. Nationality;
- vi. Photocopy of Identity Card/Citizen's Card or legally equivalent document;
- vii. Current employment status;
- viii. Full address;
- ix. Phone number;
- x. E-mail.



UNIVERSIDADE DE COIMBRA

REITORIA

- b) One copy in print and another in digital format *pdf* of the applicant's curriculum vitae, organized in accordance with paragraph 25 of the Rector's Order 18079/2010, published in the (Diário da República), 2nd series, no 234, on 3 December, in order to respond separately to each of the items listed in paragraph 1 of section IV below. The candidate must indicate the works that he/she considers to be the most relevant.
- c) Copy of all the works mentioned in the CV, which must be submitted in *pdf* digital format. If the applicant is justifiably unable to provide digital copies, 5 copies of the work(s) in question should be submitted in the format considered most appropriate. If any of the works mentioned in the CV contains classified information or trade or industrial secrets relating to literary, artistic or scientific property, the candidate must, upon presenting the formal application, explicitly indicate this fact. Otherwise the work in question can be freely accessed by any of the other candidates, during consultation of the tender dossier.
- d) Statement by the applicant, under oath, that he/she is not prohibited from holding a position in the public sector or forbidden to perform the job for which he/she is applying that he/she is in good health and has the psychological profile required for the job and that he/she meets the compulsory vaccination requirements.
- e) If the applicant meets the conditions laid down in paragraph 1.4, section IV, he/she may present a written request for the interview, if any, to take place by teleconference.
- f) Any other information that the candidate considers relevant, in *pdf* digital format. If the applicant is justifiably unable to provide digital copies, 5 copies of the work(s) in question should be submitted in the format considered most appropriate. If any of the works mentioned in the CV contains classified information or trade or industrial secrets relating to literary, artistic or scientific property, the candidate must, upon presenting the formal application, explicitly indicate this fact. Otherwise the work in question can be freely accessed by any of the other candidates, during consultation of the tender dossier.
- 2.1. The curriculum vitae must include:
- a) Full Identification;
 - b) Form of contact, address, telephone number and email address;



UNIVERSIDADE DE COIMBRA

REITORIA

- c) Photocopy of the relevant qualifications certificates, with classification, or other legally recognized documents necessary to the effect;
- d) Category, field or discipline, length of service as a teacher and higher education institution to which he/she is affiliated, whenever applicable;
- e) Specialty or field of knowledge for which the post was opened;
- f) Documents that support the statements made regarding items d) and e).

2.2. The application must be written in Portuguese or English. When the original documents proving the statements made, or works/papers mentioned in the CV are written in another language, a translation in English or Portuguese must also be provided.

2.3. The proof requested in 2.1 f) above may be replaced by a statement of authenticity of the claims made at the time when the application was submitted. Nevertheless, the candidate must produce such proof upon request, unless the applicant belongs to the University of Coimbra and the information is already included in the record of the institution.

2.4. The tender dossier can be consulted by applicants, by prior appointment, at the place referred to in paragraph 1, section III of this announcement.

2.5. Pursuant to paragraph 4 a) of Article 50 of ECDU, the jury may, whenever it deems it necessary, and determining the deadline, require applicants to supply additional documentation related to the curriculum presented.

2.6. Failure to submit the documents or works required under the terms of this notice, or their submission after the stipulated deadline, shall result in immediate disqualification.

2.7. The applications that comply with the requirements of this announcement will be evaluated by a selection committee. A candidate is admitted on absolute merit when his/her CV as a whole is deemed suitable for the post, i.e. his/her scientific and/or pedagogic qualifications and experience are considered relevant to perform the duties related to the position in question. The committee takes into account the assessment criteria indicated in section IV below, based on a qualitative analysis of the documents submitted.



UNIVERSIDADE DE COIMBRA

REITORIA

IV. Methods and criteria for assessment:

In accordance with Articles 4 and 37 to 51 of ECDU, with Order 18079/2010, of 3 December, published in Diário da República, 2nd series, and further legislation applicable to the assessment of candidates, the following methods and criteria will be used:

1. The selection will be based on the curriculum's evaluation taking into account the following factors, which are assigned the scores indicated in 1.1, 1.2 and 1.3 below:

1.1. Scientific performance (50%): Reflects the assessment of the candidate's performance on matters specified in this announcement and is based on the following parameters:

1.1.1. Scientific production: measured by the quality and quantity of the applicant's scientific production (books, journal articles, presentations at conferences) as indicated by the number and type of publications and papers in the area for which the application is open in the last 5 years.

1.1.2. Impact and international recognition of scientific production: the scientific community's recognition will be measured by the number of references made to the applicant's work in journals of the field, the relative impact factors of the journal publications made by the applicant in the field and the number of scientific awards in the last 5 years at the time of submission of the CV.

1.1.3. Coordinating and/or participating or conducting research projects: measured by the quantity and quality of participation in national and international funded and not funded projects in the field in the last 5 years.

1.1.4. Active participation in the scientific community: measured by the quantity and quality of participation in the scientific community, including organizing events, contributing to journals (as a member of the editorial committee or as a reviewer), giving lectures as guest speaker, participating in academic juries, project evaluation panels and consultancy activities in the field in the last 5 years.



UNIVERSIDADE DE COIMBRA

REITORIA

1.2. Pedagogic capability (40%). The capability of the candidates in this respect is evaluated according to, the following parameters:

1.2.1. Teaching activity: Where feasible, the candidate's teaching skills will be evaluated on the basis of objective methods, taking into account student questionnaires and courses designed and taught by the applicant.

1.2.2. Activity at post-graduate level: measured by the number of completed and on-going Master's theses and PhD dissertations for students 2.º and 3.º cycles under the candidate's supervision.

1.2.3. Teaching material produced: measured by the quality and quantity of teaching materials produced by the candidate, as well as the pedagogical publications in journals of reference, papers in conferences, prizes or other awards.

1.2.4. Educational projects: the coordination, participation in and promotion of new educational projects (e.g. creating new programs of disciplines, participating in the creation of new courses or study programs) or reformulation and improvement of existing projects, and conducting projects with an impact on the teaching / learning process.

1.3. Other relevant activities to the mission of the institution of higher education, according to Article 4 of ECDU (10%):

a) Participation in outreach activities related to the university, dissemination, social and economical valorisation of knowledge.

b) Participation in management bodies of the respective universities.

c) Participation in other tasks assigned by the management bodies and which fall within the scope of academic activities.

1.3.1. Other activities will be taken in account, such as :

a) Laboratory and clinical functions, duly supported

b) participation in advisory or governing bodies, scientific societies and other entities.

The appreciation of such activities shall be considered by the jury, if the candidates explicitly indicate in their curricula the extent to which they have relevance in this item (Other activities relevant to the mission of higher education institution).



UNIVERSIDADE DE COIMBRA

REITORIA

2

1.4. Pursuant to paragraph 4 b) of Article 50 of ECDU, the selection committee may, whenever deemed necessary, conduct interviews, which will complement the assessment of the elements initially submitted by the candidates taking into account the factors listed in items 1.1, 1.2 and 1.3 above. If the candidates reside more than 500 km from Coimbra, upon request and if the necessary technical conditions are available, the interview can take place by teleconference.

The request for the interview to be held by teleconference must be submitted with the application. The chair of the selection committee must decide whether to accept the request, and communicate that decision to the applicant by email at least 10 working days before the date of the interview. The interviews will be conducted in the language(s) required under paragraph 2 of section II of this notice.

The interview lasts up to one hour, which should be evenly divided between the members of the selection committee and the candidate. The chair may decide, if relevant, to prolong the interview for a further half hour.

V. Selection Process

1. In its first meeting, after reviewing and accepting the applications, the selection committee decides which candidates are to be approved on absolute merit, including them in an alphabetized list. The chair may decide to hold this meeting by teleconference.

Each member of the committee presents a written proposal on those applications that should not be admitted on absolute merit. These proposals will then be put to the vote, in accordance with the requirements established in paragraph 1 b) of Article 50 of ECDU. Abstentions are not allowed.

An application is rejected on absolute merit if at least one proposal to this effect receives a majority of votes from among the committee members present at the meeting. In this case, any other rejection proposals concerning the same applicant will not be voted on. However, these proposals may be attached to the minutes if any member wishes to present them as a justification for his vote.



UNIVERSIDADE DE COIMBRA

REITORIA

The final decision on each proposal, as well as the number of votes given to each of them, and their supporting arguments, are an integral part of the minutes. 23

2. At this first meeting the selection committee also decides on whether to conduct interviews. If so, it must also decide if whether all the candidates approved on absolute merit, will be interviewed or if their number is very high, which ones will be called for the interview.

The interviews, if they occur, will be conducted between the 27th and the 28th days of January 2016 .

3. Pursuant to paragraph 3 b) of Article 50 of ECDU, meetings before the final decision may be dispensed with. In this case all the decisions will be made at the final meeting of the selection committee and no interviews will be conducted.

4. If interviews are conducted, the committee makes a final ranking of the candidates following the method described in VI 1 below.

The final decision and the reasons given by each committee member are an integral part of the minutes.

5. Pursuant to paragraph 8 of the Order n.º 18079/2010, the notification of the candidates is made by one of the following ways:

- a) e-mail message with delivery receipt notification;
- b) registered mail;
- c) personal notification;
- d) notice published in Diário da República.

In compliance with paragraph 4 of Article 13-A of Decree-Law 135/99 of 22 April, the administrative notifications sent by email are legally equivalent to those sent by post.

VI. Definition of the ranking method

1. After discussing all the applicants, each committee member presents a written document, which will be annexed to the minutes, with his/her proposal for the ranking of the candidates, providing supporting arguments as referred to above (IV). In the different vote rounds, each member of the selection committee must respect the ranking that he/she presented, with no abstentions permitted.



UNIVERSIDADE DE COIMBRA

REITORIA

2

2. The first round of votes determines the applicant to be ranked in the first place. If one of the applicants obtains more than half the votes of the members of the committee present at the meeting, he/she will be ranked first. If this does not occur, the vote is repeated after removing from the list the applicants with zero votes and the applicant least voted in the first round that has obtained at least one vote. In the case of a tie between two or more applicants in the lowest ranking position, a tie-breaker vote is cast to decide whom to eliminate. If there is still a tie, the chair decides which applicant to eliminate.

After this elimination, the process is repeated until one of the applicants gets a simple majority for first place.

3. This applicant is removed from the list and the procedure is repeated for the second place, and so on, until an ordered list of all the applicants approved on absolute merit is obtained.



UNIVERSIDADE DE COIMBRA

REITORIA

VII. Selection committee:

Chairman:

Duarte Nuno Pessoa Vieira, MD, PhD, Full Professor at the *Faculdade de Medicina da Universidade de Coimbra* (Faculty of Medicine, University of Coimbra)

Committee members:

António Apolinário Bugalho de Almeida, MD, PhD, Full Professor (Jubilated) of the *Faculdade de Medicina da Universidade de Lisboa* (Faculty of Medicine , University of Lisbon);

José Agostinho Marques Lopes, MD, PhD, Full Professor of the *Faculdade de Medicina da Universidade do Porto* (Faculty of Medicine , University of Oporto);

Maria João Costa Santos Mattos Gomes, MD, PhD, Full Professor (Retired) of the *Faculdade de Ciências Médicas da Universidade Nova de Lisboa* (Faculty of Medical Sciences, NOVA University of Lisbon);

José Manuel Borges Nascimento Costa, MD, PhD, Full Professor of the *Faculdade de Medicina da Universidade do Coimbra* (Faculty of Medicine, University of Coimbra);

Luís Filipe Marreiros Caseiro Alves, MD, PhD, Full Professor of the *Faculdade de Medicina da Universidade de Coimbra* (Faculty of Medicine, University of Coimbra).

The current announcement will be posted in Portuguese and English on the Iron Gate, in *Diário da República*, in the Public Employment Exchange (BEP) and on the websites of the University of Coimbra and Science and Technology Foundation (Eracareers).

Paço das Escolas,

2011/12/9 - The Rector, João Gabriel Monteiro de Carvalho e Silva.