



EXERCISE 1

1. Please read the following Self-evaluation response and refer to the evidence on the next page


5.1	<p>Staff recruitment policy exists outlining the type, responsibilities and balance of academic staff required to adequately deliver the programme curricula.</p> <p>5.1.1. There are institutional recruitment regulations and procedures with explicit standards for the recruitment and appointment of teaching staff consistent with the institutional mission as well as the aims and qualifications of the public health programme.</p> <p>The NOVA NSPH has institutional recruitment regulations and procedures (please consult Appendix 5.1.1.A NOVA NSPH Faculty Recruitment Procedure and Appendix 5.1.1.B NOVA Regulation on Faculty Recruitment, both in PT). Some derive from the national public service, other from NOVA University regulations and, finally, some that are specific to the NOVA NSPH and to individual recruitment processes. Recruitment of assistant, associate and full professors, researchers and administrative have specific procedures that are described below.</p>
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2. Based on your reading, what assessment would you give this sub-criterion?

Assessment score	Brief explanation
1. Not Met:	Evidence clearly does not satisfy the criteria.
2. Partially met with comments:	Although certain elements of evidence are satisfactory there are clear areas for improvement that the programme should address.
3. Met with comments:	Evidence is satisfactory but the programme might benefit from improvements or reflection.
4. Met:	Evidence completely satisfies the criteria.

3. If you wanted to clarify any information during a site visit, what questions would you ask and to whom? (It can be more than one group)

- Leadership and management
- Students and / or Alumni
- Representatives from labour market/stakeholders.
- Programme Co-ordinators
- Core faculty members
- Human Resources

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	HIRING TEACHING STAFF	Review: 00
		Date: 01-16-2020

1.OBJECTIVE

This procedure aims to discipline and standardize staff recruitment processes professor at the National School of Public Health, guaranteeing the necessary human resources with the necessary competences for the development of ENSP-NOVA's teaching, research and external action activities.

2.SCOPE

Applicable to all processes of recruitment of teaching staff under the Public Functions regime.

3.REFERENCES

- University Teaching Career Statute (ECDU)
- Regulations of the Universidade Nova de Lisboa (UNL) and the National School of Public Health on the recruitment of teaching staff
- General Labor Law in Public Functions (LGTFP)
- Labor Code (CT)
- Code of Administrative Procedure (CPA)

4.DEFINITIONS


University Teaching Career Statute(ECDU) - The set of rules that establish the regime and the rules of university teaching career development.

Departments – Basic structural teaching and research units to support development

scientific research and the provision of services to the community, in their own domains, included in the School's mission.

Scientific Council -It is the scientific management body of the ENSP, and is composed of a maximum of 25 members, having representation of professors and research centers in which ENSP is the host entity, in the latter situation, less than or equal to two, per research centre.

Prepared by	Approved by
Lourdes Pedro - Administrator of ENSP-NOVA 01.16.2020	

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5. PROCEDURE AND RESPONSIBILITIES

5.1. IDENTIFICATION OF NO NEED OF RECRUITING

The competitions for the recruitment of full professors, associates and assistants are governed by the Statute of the University Teaching Career (ECDU) and by the Regulation of the Teaching Career Contests University of the UNL.

The need to recruit a teacher is identified by one of the Departments of ENSF-NOVA, which prepares the proposal of needs for a given disciplinary area and submits it to the approval of the Scientific Council (Restricted Council of Associates and Professors - (CRAC)).

This Council analyzes the proposal and, in case of approval, designates the composition of the respective jury of the tender and defines the weightings of the criteria to be observed.

Subsequently, this proposal, which appears in the minutes approved by that body, is sent to the Director who

forwards to Administrative Services/Human Resources (HR) to proceed with the process

and ask the Financial Services (SF) for the due consideration.

5.2. COMPETITION AND CONTRACTING

Then the HR proceed with the instruction of the process, to be sent to the Rector of the UNL for authorization, which is integrated by the justification for the opening of the competition, the minutes of the Scientific Council and the declaration of fit.

After authorization by the UNL Rector, the President of the competition jury sends a proposal for Public notice, prepared by the HR, to the remaining members of the Jury to jointly define the weightings of the indicators.


After approval of the Public Notice by the competition jury, the HR send it for publication in the 2nd Series of the Republic Diary.

After publication in Diário da República, the Public Notice is published in the Public Employment Exchange (BEP), on the page electronics of the School and on the website of the *eracareers* (Mobility Portal for Researchers).

Applications are submitted in the proper form.

At the end of the legal deadline set for the submission of candidacies, the jury meets to evaluate and order the candidates.

Based on the appreciation of the *curriculum*, its suitability for the scientific area where the competition

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is open, the other tender documents and in the assigned classifications, according to indicator criteria and weightings provided for in the public notice, each member presents a justified proposal for admission (classification equal to or greater than 50) or exclusion (final classification less than 50), in absolute merit, for each of the candidates.

Candidates who have obtained a valuation equal to or greater than 50% of the majority of the vocals are admitted. of the jury, in an opinion prepared by each member.

Candidates who have obtained a valuation lower than 50%, in an opinion prepared by each vocal.

The jury then proceeds to draw up the final ranking of the admitted candidates and to the hearing of the interested parties, under the terms of the CPA, of admitted and excluded candidates.

After the pronouncement period has elapsed and any allegations made by the candidates have been analyzed, the jury gives or dismisses them.

In case the allegations presented are upheld, it prepares a new provisional ordering list of the candidates, which is resubmitted for the purposes of the CPA's prior hearing.


In the event of dismissing the allegations, or in the absence of any allegations, it maintains the deliberation of ordering of candidates, and converts the provisional list into definitive, which is sent to the Rector of the UNL for

Approval purposes.

Next, the approval order is notified to all candidates as well as to the elaboration of the employment contract, the procedure being concluded.

6.FLOW CHART AND RESPECTIVE DETAILED DESCRIPTION

Not applicable.

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7.RETAINED DOCUMENTED INFORMATION

Designation	Code of the form	File				Time minimum of Retention
		Support	Place	ans.		
Minutes of the Scientific Council	FOR.ENSP.46	Paper	Secretariat	Secretariat		Permanent
Notice	FOR.ENSP.29	Paper	administrative services	administrative services		Permanent
Application form for teaching staff competitions	FOR.ENSP.69	Paper	administrative services	administrative services		Permanent
Jury Minutes	FOR.ENSP.46	Paper	administrative services	administrative services		Permanent
Employment Contract	FOR.ENSP.29	Paper	administrative services	administrative services		Permanent

8.CONTROL OF CHANGES

Revision	Date	Description of Changes
0	2020-01-16	Initial issue of the Management Procedure.