



MINISTÉRIO DA EDUCAÇÃO
UNIVERSIDADE FEDERAL DE JUIZ DE FORA
PRÓ-REITORIA DE GESTÃO DE PESSOAS

PUBLIC CALL Nº 154, OF OCTOBER 23TH 2019 SHORT ADMISSION PROCESS

The Human Resources Office of the Federal University of Juiz de Fora (UFJF), exercising its statutory duties and powers delegated by Ordinance nº01, of 01/02/2017, publicizes the opening of the Short Admission Process for Visiting Professor of 2019, selections nº 09 to 22 - Juiz de Fora *Campus*.

- Act nº 8.745, of 12/09/1993;
- Act nº 12.772, of 12/28/2012;
- Decree nº 7.485, of 05/18/2011, amended by Decree nº 8.259, of 05/29/2014;
- Decree nº 9.508, of 09/24/2018;
- UFJF Ordinance nº 978, of 07/26/2017, in compliance with Resolution nº 42/2017;
- UFJF Ordinance nº 979, of 07/26/2017, in compliance with Resolution nº 42/2017;
- UFJF Ordinance nº 980, of 07/26/2017, in compliance with Resolution nº 42/2017;
- Resolution PEIA-PG-UFJF nº 33, of 09/19/2017, with new writing given by the Resolution PEIA-PG-UFJF nº 21, of 07/25/2017;
- Normative Resolution CNI/MTE nº 24, of 02/20/2018.

1 APPLICATIONS

1.1 The candidate may apply for one seat as National Visiting Professor, if Brazilian, or Foreign Visiting Professor, if foreign, with a temporary contract, according to the Appendix of this current Public Call.

1.2 All selections are destined for hiring at the Federal University of Juiz de Fora – Juiz de Fora *Campus*, in the city of Juiz de Fora – MG.

1.3 GENERAL PRACTICE AREA - The Visiting Professor, national or foreign, must act towards the enhancement of the quality of UFJF's graduate programs by giving lectures, tutoring students and cooperating with the development of projects for national and international fundraising, as well as by elaborating articles to be submitted to high impact journals. The candidate must be able to expand the internationalization activities and to facilitate the scientific and technical exchange and the participation in research networks, especially international ones.

1.4 The Specific Practice Areas for each Selection can be found in the Appendix, available at <http://www.ufjf.br/concurso/selecao-professor-visitante/>

1.5 APPLICATION DATES AND DEADLINES: The application period will be from **12pm on 10/29/2019 until 12pm on 11/11/2019**.

1.6 In order to apply for the Short Admission Process, the candidate must:

a) Meet the Degree/Title requirements and professional competency, according to the following:

I – Hold the Title of Doctor;

II - Be a recognized scholar or researcher in their area; and

III - Have relevant scientific work, preferably in the last 5 (five) years, **OR**

b) Be a renowned professional in their area, if they do not meet the requirements of sub-item 1.6. point "a".

1.7 The renown in the professional area will be evaluated by the Visiting Professor Evaluation Committee, assigned by the Graduate Studies and Research Board (Conselho Setorial de Pós-Graduação e Pesquisa – CSPP).

1.8 The foreign candidate who does not hold a Doctoral Degree recognized and registered by a Brazilian university – in terms of Act nº 9.394/96, article 48 - but wishes to apply under the terms of sub-item 1.6. (a) must request, upon enrollment, an equivalence evaluation, that will be analyzed by the Visiting Professor Evaluation Committee, assigned by the Graduate Studies and Research Board (CSPP).

1.9 Retired UFJF professors are not eligible for this selection process.

1.10 APPLICATION PROCEDURES

1.10.1 The candidate must visit the website <http://www.ufjf.br/concurso/selecao-professor-visitante/> within the deadline established in item 1.5 and fill in the electronic Application Requirement Form (FRI) with the requested information.

1.10.2 No application fees will be charged.

1.10.3 The application implies the tacit commitment by the applicant to the established conditions for the execution of the admission process, as seen on the abovementioned acts. The candidate cannot claim to be unaware of such acts.

1.10.4 Only applications with documents, work plan and résumé in Portuguese or English will be accepted.

1.11 – SEATS RESERVED FOR PERSONS WITH DISABILITIES

1.11.1 Persons with disabilities who intend to use the prerogatives granted to them on article 37, VIII, of the Federal Constitution of 1988 and on article 1 of Decree nº 9.508/2018, have the right to apply for selection process, on equal ground with other candidates regarding the evaluation process, criteria for approval, and the minimum score required for all other candidates, provided that their disability is compatible with the duties of the position.

1.11.2 Persons with disabilities are those who fall into the categories listed in article 2 of Act nº 13.146/2015, in article 4 of Decree nº 3.298/1999, as well as in the Precedent nº 377 of STJ and in paragraph 1 of article 1 of Act nº 12.764/2012.

1.11.3 02 (two) seats are immediately reserved for persons with disabilities, as shown in the table below:

| Nº of seats | Process | Selection | Department | Unity | Graduate Program |
|-------------|--------------------------------|-----------|-------------------------|---|-------------------------|
| 01 | 0011624.00760 1/2019- 07 | 09 | Business Administration | School of Business Administration and Accounting Sciences | Business Administration |
| 01 | 0031629.00757 0/2019- 82 | 14 | Pharmacy | School of Pharmacy | Pharmaceutical Sciences |

1.11.4 Within the seats created during the period of validity of the competition, at least 10% (ten percent) will be offered as provided in article 1, paragraph 1 of Decree nº 9.508/2018.

1.11.4.1 The requests for the occupation of seats that may become available during the period of validity of the selections set forth in this Public Call shall comply with the criteria of proportionality and alternation, and the call for hiring of persons with disabilities shall take place, provided that they are approved, on the 21st (twenty-first) and 31st (thirty-first) seats.

1.11.4.2 The elimination, withdrawal or any other impediment of a candidate called for the reserved seat, both for the immediately reserved seat provided in item 1.11.3, and for the reserved seats that may become available due to hiring requests during the period of validity of the selections, provided for in item

1.11.4.1, will imply its replacement by the next candidate with a disability approved in the respective selection, if there is one.

1.11.5 The existence of an immediate reservation of seats for persons with disabilities does not prevent the enrollment of other candidates for the respective selection.

1.11.6 The lack of provision for an immediate reservation of seats for persons with disabilities does not prevent the enrollment of disabled persons in the other selections.

1.11.7 In order to choose which selection processes would have immediate reservation of seats for persons with disabilities a drawing was held, in a session with the presence of Coordinators of Graduate Programs, representatives of the Rectory of Human Resources and representatives of the Affirmative Action Board of the Federal University of Juiz de Fora.

1.11.8 At the time of enrollment, candidates interested in competing for seats that are or that may be in the future destined to persons with disabilities shall make a choice in this respect and attach the original copy of the Medical Report, in Portuguese, issued up to 03 (three) months before the date of the beginning of the enrollment period. This report must contain, legibly:

- a) the kind and degree or level of disability, with direct reference to the corresponding International Classification of Diseases (ICD) code, as well as the probable cause of the disability;
- b) the name of the Doctor and his/her registration number in the respective Regional Council.

1.11.8.1 Candidates who, at the time of the enrollment, do not declare themselves as a Person with a Disability and/or do not submit the documentation requested in item 1.11.8, will lose the right of being considered a candidate with a disability.

1.11.9 If there is more than one candidate with a disability approved for the seat reserved for disabled persons, in compliance with this Public Call, the filling of the seat will observe the order of classification of the respective selection.

1.11.10 In accordance to the other provisions, it is established that the seats with an immediate reservation will be destined for the candidates who declare themselves as a disabled person, when approved in their respective selection, even if their final score is inferior to the scores of the other candidates.

1.11.11 Following the completion of the selection process, if there are calls for candidates with disabilities approved for hiring, these will be submitted to the evaluation of a multi-professional team of the SIASS/PROGEPE Unit of UFJF, which will make the final decision on the condition of the candidates.

1.11.11.1 Candidates called for evaluation by the multi-professional team referred to in item 1.11.11 shall provide an identification document with a picture and prove their condition of disability through the presentation of an original Medical Report, in Portuguese, issued until 03 (three) months prior to the call, which must contain, legibly:

- a) the kind and degree or level of disability, with direct reference to the corresponding International Classification of Diseases (ICD) code, as well as the probable cause of the disability;
- b) the name of the Doctor and his/her registration number in the respective Regional Council.

1.11.12 The evaluation to be carried out by the SIASS/PROGEPE Unit of UFJF, referred to in item 1.11.11.1, will check if the disability in question fits within the provisions of article 2 of Act nº 13.146/2015, article 4 of Decree nº 3.298/1999, as well as in the Precedent nº 377 of STJ and paragraph 1, of article 1 of Act nº 12.764/2012, as well as whether or not the disability is compatible with the duties of the temporary position to be occupied.

1.11.12.1 The evaluation procedure dealt with in item 1.11.12 shall also observe the following provisions:

- a) the date and time for candidates with disability to be present for the examination shall be included in the notice of the call; if the candidates are not present for examination within the stipulated deadline, they will be excluded from the reservation of seats for persons with disabilities;
- b) the evaluation referred to in this item will be of terminating nature;
- c) there will be no second call for this evaluation, in any case;
- d) if the incompatibility between the disability and the attributions of the postulated position is verified, the candidate will be eliminated from the selection;

e) candidates whose disabilities are not verified in the form of article 2 of Act nº 13.146/2015, of article 4 of Decree nº 3.298/1999, as well as the Precedent nº 377, of STJ and in paragraph 1, of article 1 of Act nº 12.764/2012 will be excluded from the reserve of seats for people with disabilities.

1.11.13 Seats which are not occupied due to a lack of disabled candidates, or due to a candidate failing to be approved in the selection process or in the evaluation by the multi-professional team, will be filled by the other candidates, with strict observance to the classification of those approved by selection.

2 ACTS OF ACCEPTANCE/REFUSAL OF RENOWN RECOGNITION IN THE PROFESSIONAL AREA AND/OR EQUIVALENCY OF THE DOCTORAL DEGREE FOR FOREIGNER CANDIDATES

2.1 The applicant whose renown recognition in the professional area is refused will be denied participation in the Title Assessment and Work Plan Evaluation Stages.

2.2 The foreign applicant whose request of an equivalence evaluation for a Doctoral degree that is not recognized and registered by a Brazilian University is refused will be denied participation in the Title Assessment and Work Plan Evaluation Stages.

2.3 The results of the Initial Decision on renown recognition in the professional area and Doctoral degree equivalence/recognition for foreign applicants will be available on 11/13/2019, on the website <http://www.uff.br/concurso/selecao-professor-visitante/>

2.4 APPEALING PROCEDURES AGAINST REFUSAL ACTS

2.4.1 The initial decision of the Visiting Professor Evaluation Committee regarding acceptance/refusal of the renown recognition in the professional area and of the equivalence evaluation of foreign candidates' Doctoral Degrees may be contested by refused applicants via appeals directed to the Sectoral Council for Graduate Studies and Research (CSPP).

2.4.2 The appeal must be submitted by the interested party via e-mail directed to cspp@uff.edu.br, and must contain, in the mail itself or in an attached file, the text of the appeal. The candidate is responsible for the readability and the reception of the document.

2.4.3 The appeals shall be sent on 11/14/2019.

2.4.4 The final decision on the acceptance/refusal of the renown recognition in the professional area and the equivalence evaluation of the Doctoral degree of foreign applicants will be published on 11/18/2019, on the website <http://www.uff.br/concurso/selecao-professor-visitante/>

3. AVAILABLE SEATS – The number of seats is detailed on the Appendix of this Public Call.

4. NATIONAL VISITING PROFESSOR CONTRACTS

4.1 Contracts of National Visiting Professors that are signed based on this Public Call shall have a minimum period of validity of 6 (six) months.

4.2 The work contract of the National Visiting Professor must be of 40 (forty) hours per week with Exclusive Service (Dedicação Exclusiva - DE.)

5. FOREIGN VISITING PROFESSOR CONTRACTS

5.1 Contracts of Foreign Visiting Professors that are signed based on this Public Call shall have a minimum period of validity of 1 (one) year.

5.2 The hiring of Foreign Visiting Professors will be conditioned by the candidate's obtainment of the residence permit in the national territory, given by the Secretariat of Labor, Ministry of Economy, through a proper procedure to be carried out after his/her call for hiring.

5.3 The hiring of a Foreign Visiting Professor will also be conditioned by the candidate's previous contracting of health insurance covering any and all medical and/or hospital expenses of the contractor and his/her dependents and responsibility for the eventual repatriation of the contractor and dependents.

5.4 The work contract of the Foreign Visiting Professors must be of 40 (forty) hours per week with Exclusive Service (Dedicação Exclusiva - DE.)

6. PAYMENT

6.1 The monthly payment for the Visiting Professor will be established by the Visiting Professor Evaluation Committee and certified by the Graduate Studies and Research Board (CSPP), according to the qualification and experience of the hired applicant and observing the correspondence with the remuneration ranges of the career plan and positions of Federal Higher Education, divided in the following classes and levels: class C (adjunct) level 1; class D (associated) level 1 and class E.

6.2 Table of Remuneration, according to Act nº 12.772, of 12/28/2012, for the Higher Education Career (modified by Act nº 12.863, of 09/24/2013).

| Payment Corresponding to Adjunct Professor Title, class "C", level 1 | |
|---|---------------------|
| Workload | Total in R\$ |
| Exclusive Service | 11.800,12 |

| Payment Corresponding to Associated Professor Title, class "D", level 1 | |
|--|---------------------|
| Workload | Total in R\$ |
| Exclusive Service | 16.591,91 |

| Payment Corresponding to Professor Title, class "E", level 1 | |
|---|---------------------|
| Workload | Total in R\$ |
| Exclusive Service | 20.530,01 |

7. EVALUATION PROCESS

7.1 Before the Evaluation Process, the qualification and professional competence requirements will be verified by the members of the Evaluation Committee. In the event that the candidate does not comply with the established requirements in this Public Call, he/she will be eliminated from the short admission process.

7.2 The Evaluation Process of the Visiting Professor will be done via a Title Assessment and evaluation of the Work Plan that will be developed.

7.3 In order to participate in Title Assessment and Work Plan Evaluation, the candidate who requires recognition of renown in the professional area must have the application deferred.

7.4 In order to participate in Title Assessment and Work Plan Evaluation, the foreign applicant who requests the equivalence evaluation of their Doctoral Degree which is not recognized and registered by a Brazilian University, must have the application deferred.

7.5 The Title Assessment Evaluation of the applicants will be done according to the scoring criteria established by the Board of each Academic Unit, by their own resolutions, available at <http://www.ufjf.br/concurso/selecao-de-temporarios/selecao-professor-visitante/8927-2/>.

7.6 In order to evaluate the Work Plan, the following criteria will be considered:

I - quality and relevance of the work plan: from 0 (zero) to 4 (four) points;

II - viability of the work plan, as well as its compatibility with the proposed program: from 0 (zero) to 3 (three) points; and

III - ability to establish links, networks and research partnerships with international institutions: from 0 (zero) to 3 (three) points.

7.7 The Title Assessment Evaluation has a qualifying and eliminatory character, and the candidate must obtain a score equal to or greater than 7 (seven) to be considered approved in this stage.

7.8 The evaluation of the Work Plan has a qualifying and eliminatory character, and the candidate must obtain a mark equal to or greater than 7 (seven) to be considered approved at this stage.

7.9 The candidate who obtains a final average equal or superior to 7 (seven) will be considered approved.

7.10 In the event of a tie in the classification of candidates, the tiebreaker will be done according to the following criteria, with preference for candidates of:

I – oldest age, in the case of an applicant(s) aged 60 (sixty) or older (Act n. 10.741/2003, articles 1 and 27, Single Paragraph);

II - higher score in Title Assessment;

III - higher score in subsection III of item 7.6;

IV - higher score in subsection I of item 7.6.

7.11 The results of the selections will be published on 11/26/2019, on the website <http://www.ufjf.br/concurso/selecao-professor-visitante/>

8 – APPROVAL PHASE (procedures to control the regularity of acts):

8.1 Control of the acts and procedures: The Office of Human Resources (PROGEPE) is responsible for the control of formal regularity of acts and procedures involved in this selection, culminating in approval and/or cancellation (partial or total) of acts or procedures that could possibly involve effective and specific damage to individual rights of interested parties, including UFJF itself, by means of Ordinances published in the Federal Official Press (Diário Oficial da União - DOU), whose date will be the initial term of the effective period of the Short Admission Process.

8.2 Procedure for appeals: Any candidate may submit, until 6pm of 11/28/2019, appeals against any act that implies in actual and concrete damage to their individual rights, sent straight to PROGEPE. The appeal must be sent by e-mail directed to grst.progepe@ufjf.edu.br, and must contain, in the mail itself or in an attached file, the text of the appeal. The candidate is responsible for its readability and for the reception of the document

8.2.1 No appeals against acts that are academic in nature will be accepted - such as the evaluation acts of the tests applied in the Assessment Phase of the Short Admission Process - as they are a matter of discretion (administrative and academic merit).

8.3 Correction and control of procedures: In case of fraud or counterfeit in any presented document or statements, PROGEPE will not consider the application and the act will be deemed void (being thus cancelled), and PROGEPE will give notice of the fact to the Public Prosecution Service (Decree nº 83.936/1979, article 10, Single Paragraph).

8.4 Formalization: The approval act(s) for the Short Admission Process will be formalized by means of an Ordinance, to be published by PROGEPE in the DOU, where the list of approved candidates will appear in order of classification.

9. GENERAL PROVISIONS

9.1 The hiring of the approved candidates is limited to the number of seats as described in this Public Call.

9.2 The candidate who will be hired must present to the responsible Head of Department, at the time of the call for hiring, documents evidencing his/her title, under penalty of rejection of the hiring.

9.2.1 It is the responsibility of the Head of the respective Department to check and analyze the documents presented in the item 9.2.

9.3 The hiring as Visiting Professor of servers of the direct or indirect Administration of the Union, States, Federal District and Municipalities, as well as employees or servants of its subsidiaries and controlled companies is prohibited.

9.4 Candidates who have already been hired under Act nº 8.745/93, including as Substitute Professor or Visiting Professor, may not be hired again based on this Public Call, until the expiration of the 24 (twenty-four) month gap between the end of one contract and the beginning of the next one.

9.5 The Visiting Professor shall not receive assignments, functions or jobs which are not stipulated in the hiring contract, nor may he/she be appointed or nominated for commissioned posts, even in a precarious or substitute fashion.

9.6 The term of validity of this Shot Admission Process will be of 1 (one) year, counting from the date of publication of the ratification of the result in the Federal Official Publication (DOU) of the respective selection.

9.7 Omissions or gaps in this Call will be decided by the Human Resources Office.

9.8 This Public Call may be cancelled or altered, in whole or partially, at any time, in the face of future reasons, which shall not entail the creation of any rights or obligations to any of the interested parties.

9.9 It is the candidate's responsibility to keep informed of the legislation governing this process, which is available at <http://www.ufjf.br/concurso/inicial/legislacao/>.

Kátia Maria Silva de Oliveira e Castro
Rector of Human Resources of the Federal University of Juiz de Fora



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APPENDIX

SELECTIONS Nº 09 to 22

SCHOOL OF BUSINESS ADMINISTRATION AND ACCOUNTING SCIENCES

Selection 09: DEPARTMENT OF BUSINESS ADMINISTRATION
Graduate Program: BUSINESS ADMINISTRATION – Process nº 0011624.007601/2019-07
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF ECONOMY

Selection 10: DEPARTMENT OF ECONOMY
Graduate Program: ECONOMY - Process nº 0031615.007869/2019-81
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF PHYSICAL EDUCATION

Selection 11: DEPARTMENT OF SPORTS
Graduate Program: PHYSICAL EDUCATION - Process nº 0031623.007530/2019-07
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF ENGINEERING

Selection 12: DEPARTMENT OF CIVIL CONSTRUCTION
Graduate Program: BUILT ENVIRONMENT - Process nº 0026935.008214/2019-17
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF PHARMACY

Selection 13: DEPARTMENT OF PHARMACEUTICAL SCIENCES
Graduate Program: DAIRY SCIENCE AND TECHNOLOGY - Process nº 0031629.007735/2019-89
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 14: DEPARTMENT OF PHARMACEUTICAL SCIENCES
Graduate Program: PHARMACEUTICAL SCIENCES - Process nº 0031629.007570/2019-82
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF MODERN LANGUAGES AND LITERATURE

Selection 15: DEPARTMENT OF MODERN LANGUAGES
Graduate Program: LITERARY STUDIES - Process nº 0031653.007634/2019-64
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

MEDICAL SCHOOL

Selection 16: DEPARTMENT OF COLLECTIVE HEALTH

Graduate Program: COLLECTIVE HEALTH - Process nº 0059149.007824/2019-56

Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF DENTISTRY

Selection 17: DEPARTMENT OF ODONTOLOGICAL CLINIC

Graduate Program: ODONTOLOGY – Process nº 0026953.007456/2019-86

Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

INSTITUTE OF BIOLOGICAL SCIENCES

Selection 18: DEPARTMENT OF PARASITOLOGY, MICROBIOLOGY AND IMMUNOLOGY

Graduate Program: BIOLOGICAL SCIENCES - Process nº 0121109.007425/2019-48

Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

INSTITUTE OF EXACT SCIENCES

Selection 19: DEPARTMENT OF PHYSICS

Graduate Program: PHYSICS - Process nº 0026939.007596/2019-13

Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 20: DEPARTMENT OF MATHEMATICS

Graduate Program: MATHEMATICS - Process nº 0026941.007585/2019-16

Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

INSTITUTE OF HUMAN SCIENCES

Selection 21: DEPARTMENT OF GEOSCIENCES

Graduate Program: GEOGRAPHY - Process nº 0121282.007434/2019-79

Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 22: DEPARTMENT OF HISTORY

Graduate Program: HISTORY - Process nº 0031652.007732/2019-87

Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service