



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

**PUBLIC CALL Nº 28, OF SEPTEMBER 21ST 2017  
SHORT ADMISSION PROCESS**

The Rectory of Human Resources of the Federal University of Juiz de Fora (UFJF), in exercise of its statutory duties and powers delegated to it in accordance with the Ordinance nº01, of 02/01/2017, publicizes the opening of the Short Admission Process for Visiting Professor and/or Foreign Visiting Professor, selections nº 01 to 41 of 2017 - Juiz de Fora Campus and Governador Valadares Campus.

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

## **1 APPLICATIONS**

**1.1** The candidate may apply for one seat as Visiting Professor, if Brazilian, or Foreign Visiting Professor, if foreigner, in a temporary contracting regime, according to the Appendix I of this current Public Call.

**1.2** Selections 01 to 40 - are destined for hiring at the UFJF – Juiz de Fora *Campus*, in the city of Juiz de Fora – MG.

**1.3** Selection 41 - is destined for hiring at the UFJF – Governador Valadares *Campus*, in the city of Governador Valadares – MG.

**1.4 GENERAL PRACTICE AREA** - The visiting professor, national or foreigner, must act towards the enhancement of quality of UFJF graduate programs, by giving lectures, tutoring students, cooperating on the development of national and international fundraising, as well as the elaborating articles to be submitted to high impact journals. The candidate must be able to expand the internationalization activities, facilitate the scientific and technical exchange and the participation in research networks, primarily, international.

**1.5** The Specific Practice Areas for each Selection can be found in Addendum I, available in <http://www.ufjf.br/concurso/selecao-professor-visitante/>

## **1.6 APPLICATION DATES AND DEADLINES**

The applications will be held in 03 (three) calls:

- a) First call: from 26/09/2017 to 11/10/2017.
- b) Second call: from 22/02/2018 to 09/03/2018.
- c) Third call: from 23/05/2018 to 08/06/2018.

**1.7** The first call of applications will be open for all the Selections available on Appendix I.

**1.8** For the second and third call of applications, there will be a new Public Call with the Selection terms, according to Appendix I, for seat(s) that were filled in the first call.

**1.9** In order to apply for the Short Admission Process, the candidates must:

- a) Meet the Degree/Title requirements and professional competency, according to the following:
  - I – Having held the Title of Doctor, for at least, 5 (five) years
  - II – Being a recognized scholar or researcher in their area; and

III – Having scientific work of relevance, preferably in the last 5 (five) years, **OR**

b) Being a renowned professional in their area.

**1.10** 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)

**1.11** The foreigner candidate that does not possess a recognized and registered Doctorate Degree from a Brazilian University, in the terms of Act nº 9.394/96, article 48, should request, upon application, an equivalence evaluation, that will be analysed by the Visiting Professor Evaluation Committee, assigned by the Graduate Studies and Research Board (CSPP)

**1.12** UFJF Retired Professors will not be admitted.

### **1.13 APPLICATION PROCEDURES**

**1.13.1** The candidate must access the website <http://www.ufjf.br/concurso/selecao-professor-visitante/> and fill in the electronic Application Requirement Form (Formulário de Requerimento de Inscrição – FRI) with the required information.

**1.13.2** There are no application fees at all.

**1.13.3** The application implies the tacit commitment by the applicant to the established conditions for the execution of the admission process, fixed on the abovementioned acts, whose unawareness cannot be claimed.

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

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

**2.1** The applicant whose renown recognition in the professional area is refused by the Visiting Professor Evaluation Committee, assigned by the CSPP, will be denied participation in the Title Assessment and Work Plan Evaluation Stages.

**2.2** The foreign applicant whose degree equivalence/recognition is refused by the Visiting Professor Evaluation Committee, assigned by the CSPP, 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 degree equivalence/recognition for foreign applicants, under CSPP responsibility, will be available at the website <http://www.ufjf.br/concurso/selecao-professor-visitante/>:

- a) in 18/10/2017, for the first call of applications;
- b) in 20/03/2018, for the first call of applications; and
- c) in 19/06/2018, for the first call of applications.

### **2.4 APPEALING PROCEDURES AGAINST REFUSAL ACTS**

**2.4.1** Refused applicants may appeal against the Initial Acceptance/Refusal Decision about the foreign applicant renown recognition in the professional area and the equivalence evaluation of the degree. Appeals must be submitted by the interested party, via e-mail to [cspp@ufjf.edu.br](mailto:cspp@ufjf.edu.br) and must contain, in its own body or in an attached file, the arguments of the Appeal. The applicant is responsible for the readability and delivery of the document. Appeals must be submitted on the following days:

- a) in 19/10/2017, for the first call of applications;
- b) in 22/03/2018, for the first call of applications; and
- c) in 21/06/2018, for the first call of applications.

**2.4.2** The Final Decision of Acceptance/Refusal about the foreign applicant renown recognition in the professional area and the equivalence evaluation of the degree, will be conducted by the respective

academic Department responsible for the seat, and will be available at the website <http://www.ufjf.br/concurso/selecao-professor-visitante/> on the following days:

- a) in 24/10/2017, for the first call of applications;
- b) in 02/04/2018, for the first call of applications; and
- c) in 29/06/2018, for the first call of applications.

**3. AVAILABLE SEATS** – The number is detailed at the Appendix I of this Public Call.

#### **4. CONTRACT AND PAYMENT**

**4.1** The visiting professor contract may be of 20 (twenty) hours per week, or 40 (forty) hours for Exclusive Service (Dedicação Exclusiva – DE)

**4.2** Foreign visiting professors, only will be admitted for the Exclusive Service (DE) contract.

**4.3** The monthly payment for the visiting professor and foreign visiting professor will be established according to the applicant's qualification and experience, observing the correspondence with the remuneration ranges of the career plan and positions of Federal Higher Education Faculty, divided in the following classes and levels: class C (adjunct) level 1; class D (associated) level 1 and class E (full).

**4.4** Table of Compensation, according to Act 12,772, of 12/28/2012, for the Higher Education Faculty Career (modified by Act nº 12.863, of 09/24/2013).

<b>Basic Payment + Titling Retribution Adjunct Professor, class "C", level 1</b>			
Workload	Basic Payment in R\$	Titling Retribution in R\$	Total in R\$
20 hours	2.648,55	1.262,35	3.910,90
Exclusive Service	5.488,42	5.835,29	11.323,71

<b>Basic Payment + Titling Retribution Associated Professor, class "D", level 1</b>			
Workload	Basic Payment in R\$	Titling Retribution in R\$	Total in R\$
20 hours	3.302,25	1.791,16	5.093,41
Exclusive Service	7.167,78	8.638,80	15.806,58

<b>Basic Payment + Titling Retribution Full Professor, class "E", level 1</b>			
Workload	Basic Payment in R\$	Titling Retribution in R\$	Total in R\$
20 hours	3.821,10	2.408,94	6.230,04
Exclusive Service	8.119,08	11.321,40	19.440,48

#### **5. EVALUATION PROCESS**

**5.1** The Visiting Professor selection will be done by a short admission process, composed by the Title Assessment and Work Plan Evaluation.

**5.2** To participate in the Title Assessment and Work Plan Evaluation, the candidate who required the recognition of renown in the professional area must have had the approval by the CSPP.

**5.3** To participate in the Title Assessment and Work Plan Evaluation, the foreign applicant who does not possess a recognized and registered Doctorate Degree from a Brazilian University will be required the equivalence evaluation of the degree, which must have had approval from the CSPP.

**5.4** 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, he/she will be eliminated from the short admission process.

**5.5** The Title Assessment Evaluation of the applicants will be done according to the scoring criteria established by the Board of each Academic Unit, by its own Resolution, available at <http://www.ufjf.br/concurso/selecao-professor-visitante/>

**5.6** For the Work Plan Evaluation, 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

**5.7** The Title Assessment Evaluation has a classifying and eliminatory character, whose score must be equal to or greater than 7 (seven).

**5.8** The Work Plan Evaluation has a classifying and eliminatory character, whose score must be equal to or greater than 7 (seven).

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

**5.10** In the event of a tie in the classification of approved applicants, the tiebreak will be done according to the following criteria, with the order by the applicant of:

- I – oldest age, in the case of an applicant(s) aged 60 (sixty) or older (Act 10.741 / 2003, articles 1 and 27, Single Paragraph);
- II - higher score in the title assessment;
- III - higher score in subsection III of item 5.6;
- IV - higher score in subsection I of item 5.6.

## **6 – APPROVAL PHASE (control procedures to the regularity of acts):**

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

**6.2 Appeal procedure:** While the acts of Approval or Cancellation (partial or total) of acts or procedures of the Short Admission Process have not been performed, any candidate may present Appeals against any act that implies in actual and concrete offense to their individual rights - submitted straightly to PROGEPE, responsible for the practice of the Approval Act, which will only appraise the appeal content during the course of the Approval Phase.

**6.3 Correction and control of procedures:** In case of fraud or counterfeit in any document or statements submitted to PROGEPE, the document and the submission act will be deemed void (being thus cancelled), and PROGEPE will give notice of the fact to the Public Prosecution Service (according to Decree nº 83.936 / 1979, Art. 10, Single Paragraph).

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

## **7. GENERAL PROVISIONS**

**7.1** Hiring of the approved applicants is bound to the limit of seats disclosed in this Public Call. Approved applicants will be hired according to their order of classification, as shown in the Approval Ordinance.

**7.2** Applicants who have already been hired under Act No. 8,745 / 93, including as Substitute or Visiting Professor, shall be hired again only after the expiration of the 24 (twenty-four) month gap between the end of one contract and the beginning of the next, as provided in the same act..

**7.3** The Visiting Professor shall not receive assignments, functions or jobs which are not provided in the hiring contract, nor may be appointed or nominated, even in a precarious or substitute fashion, for commissioned posts.

**7.4** The effective term of this Short Admission Process will expire 1 (one) year after the date of this short admission process' approval ordinance disclosure, released in the Federal Official Publication (DOU).

**7.5** Particular cases will be decided by PROGEPE.

**7.6** This public call may be cancelled or altered, in whole or partially, at any time, in the face of future reasons and demands, which shall not entail the creation of any rights or obligations to any of the interested parties.

**7.7** It is the applicant's sole responsibility to keep themselves informed about the legislation governing this process, which is available at: <http://www.ufjf.br/concurso/inicial/legislacao/>

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**APPENDIX I  
SELECTIONS Nº 1 TO 41**

**SCHOOL OF ADMINISTRATION AND ACCOUNTING SCIENCES**

Selection 1: DEPARTMENT OF ADMINISTRATIVE SCIENCES  
Graduate Program: ADMINISTRATION - Process nº 23071.016984/2017-69  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 2: DEPARTMENT OF FINANCE AND CONTROL  
Graduate Program: PROFESSIONAL MASTERS IN NETWORK PUBLIC ADMINISTRATION– PROFIAP  
– Process nº 23071.017276/2017-45  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

**SCHOOL OF SOCIAL COMMUNICATION**

Selectio 3: DEPARTMENT OF FUNDAMENTALS, THEORIES AND CONTEXTS  
Graduate Program: COMMUNICATION - Process nº 23071.017571/2017-00  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

**LAW SCHOOL**

Selection 4: DEPARTMENT OF PRIVATE LAW  
Graduate Program: LAW - Process nº 23071.017584/2017-71  
Nº of seat(s): 01 (one) Workload: 20 hours per week

**SCHOOL OF ECONOMY**

Selectio 5: DEPARTMENT OF ECONOMY  
Graduate Program: ECONOMY - Process nº 23071.017558/2017-42  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

**SCHOOL OF EDUCATION**

Selection 6: DEPARTMENT OF EDUCATION  
Graduate Program: EDUCATION - Process nº 23071.017324/2017-03  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 7: DEPARTMENT OF EDUCATION  
Graduate Program: PROFESSIONAL MASTERS IN MANAGEMENT AND EVALUATION OF PUBLIC  
EDUCATION - Process nº 23071.017543/2017-84  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

**SCHOOL OF PHYSICAL EDUCATION AND SPORTS**

Selection 8: DEPARTMENT OF PHYSICAL EDUCATION FUNDAMENTALS  
Graduate Program: PHYSICAL EDUCATION - Process nº 23071.017493/2017-35  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

## **NURSING SCHOOL**

Selection 9: DEPARTMENT OF APPLIED NURSING

Graduate Program: MASTERS IN NURSING - Process nº 23071.017555/2017-17

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

## **SCHOOL OF ENGINEERING**

Selection 10: DEPARTMENT OF CIVIL CONSTRUCTION

Graduate Program: BUILT ENVIRONMENT - Process nº 23071.017387/2017-51

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

Selection 11: DEPARTMENT OF ELECTRICAL ENERGY

Graduate Program: ELECTRICAL ENGINEERING – Process nº 23071.017019/2017-11

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

Selection 12: DEPARTMENT OF APPLIED AND COMPUTATIONAL MECHANICS

Graduate Program: CIVIL ENGINEERING - Process nº 23071.017064/2017-68

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: PHARMACEUTICAL SCIENCES - Process nº 23071.017336/2017-20

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

## **SCHOOL OF PHYSIOTHERAPY**

Selection 14: DEPARTMENT OF CARDIO-RESPIRATORY AND MUSCLE PHYSIOTHERAPY Graduate Program: MASTERS IN REHABILITATION AND PHYSICAL-FUNCTIONAL PERFORMANCE SCIENCES - Process nº 23071.017388/2017-04

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

## **SCHOOL OF MODERN LANGUAGES AND WORLD LITERATURES**

Selection 15: DEPARTMENT OF MODERN LANGUAGES

Graduate Program: LINGUISTICS - Process nº 23071.017130/2017-08

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

Selection 16: DEPARTMENT OF MODERN LANGUAGES

Graduate Program: LITERARY STUDIES - Process nº 23071.017140/2017-35

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

Selection 17: DEPARTMENT OF MODERN LANGUAGES

Graduate Program: PROFESSIONAL MASTERS IN LANGUAGE TEACHING - PROFLETRAS

Process nº 23071.017309/2017-57

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

## **MEDICAL SCHOOL**

Selection 18: DEPARTMENT OF MEDICAL CLINIC

Graduate Program: HEALTH - Process nº 23071.017479/2017-31

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

Selection 19: DEPARTMENT OF PUBLIC HEALTH

Graduate Program: PUBLIC HEALTH - Process nº 23071.017259/2017-16

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

## **SCHOOL OF DENTISTRY**

Selection 20: DEPARTMENT OF ODONTOLOGICAL CLINIC

Graduate Program: ODONTOLOGICAL CLINIC - Process nº 23071.017255/2017-20

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

## **SCHOOL OF SOCIAL SERVICE**

Selection 21: DEPARTMENT OF FUNDAMENTALS OF SOCIAL SERVICE  
Graduate Program: SOCIAL SERVICE – Process nº 23071.017120/2017-64  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

#### **INSTITUTE OF ARTS AND DESIGN**

Selection 22: DEPARTMENT OF ARTS AND DESIGN  
Graduate Program: ARTS, CULTURE AND LANGUAGES - Process nº 23071.017573/2017-91  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

#### **INSTITUTE OF BIOLOGICAL SCIENCES**

Selection 23: DEPARTMENT OF BIOLOGY  
Graduate Program: BIOLOGICAL SCIENCES - Process nº 23071.017478/2017-97  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 24: DEPARTMENT OF BIOLOGY  
Graduate Program: ECOLOGY - Process nº 23071.017480/2017-66  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 25: DEPARTAMENT OF ZOOLOGY  
Graduate Program: ANIMAL BEHAVIOR AND BIOLOGY - Process nº 23071.017504/2017-87  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

#### **INSTITUTE OF EXACT SCIENCES**

Selection 26: DEPARTMENT OF COMPUTER SCIENCE  
Graduate Program: COMPUTER SCIENCE - Process nº 23071.017219/2017-66  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 27: DEPARTMENT OF COMPUTER SCIENCE  
Graduate Program: COMPUTATIONAL MODELING - Process nº 23071.017011/2017-47  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 28: DEPARTMENT OF PHYSICS  
Graduate Program: PHYSICS - Process nº 23071.017112/2017-18  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 29: DEPARTMENT OF PHYSICS  
Graduate Program: PROFESSIONAL MASTERS IN SCIENCE AND TECHNOLOGY OF MILK AND DERIVATIVES - Process nº 23071.017278/2017-34  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 30: DEPARTMENT OF PHYSICS  
Graduate Program: NATIONAL PROFESSIONAL MASTERS IN PHYSICS EDUCATION  
Process nº 23071.017136/2017-77  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 31: DEPARTMENT OF MATHEMATICS  
Graduate Program: ACADEMIC MASTERS IN MATHEMATICS  
Process nº 23071.017594/2017-14  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 32: DEPARTMENT OF MATHEMATICS  
Graduate Program: PROFESSIONAL MASTERS IN NATIONAL NETWORK MATHEMATICS – PROFMAT  
- Process nº 23071.017477/2017-42  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 33: DEPARTMENT OF MATHEMATICS  
Graduate Program: MATHEMATICAL EDUCATION - Process nº 23071.017476/2017-06  
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service



Selection 34: DEPARTMENT OF CHEMISTRY

Graduate Program: CHEMISTRY - Process nº 23071.017518/2017-09

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

#### **INSTITUTE OF HUMAN SCIENCES**

Selection 35: DEPARTMENT OF RELIGION SCIENCE

Graduate Program: RELIGION SCIENCE - Process nº 23071.017633/2017-75

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

Selection 36: DEPARTMENT OF SOCIAL SCIENCES

Graduate Program: SOCIAL SCIENCES - Process nº 23071.017473/2017-64

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

Selection 37: DEPARTMENT OF PHILOSOPHY

Graduate Program: PHILOSOPHY - Process nº 23071.017471/2017-75

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

Selection 38: DEPARTMENT OF GEOSCIENCES

Graduate Program: GEOGRAPHY - Process nº 23071.017251/2017-41

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

Selection 39: DEPARTMENT OF HISTORY

Graduate Program: HISTORY - Process nº 23071.017474/2017-17

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

Selection 40: DEPARTMENT OF PSYCHOLOGY

Graduate Program: PSYCHOLOGY - Process nº 23071.017472/2017-10

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

#### **INSTITUTE OF LIFE SCIENCES –GOVERNADOR VALADARES CAMPUS**

Selection 41: DEPARTMENT OF LIFE BASIC SCIENCES

Graduate Program: MULTIPURPOSE OF BIOCHEMISTRY AND MOLECULAR BIOLOGY

Process nº 23071.017731/2017-11

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