MINISTRY OF EDUCATION

FEDERAL UNIVERSITY OF JUIZ DE FORA

NOTICE Nº 05, OF OCTOBER 28, 2026

SIMPLIFIED SELECTION PROCESS FOR THE HIRE OF NATIONAL AND FOREIGN VISITING PROFESSORS

The Office of Human Resources (PROGEPE) and the Office of Graduate Studies and Research (PROPP) of the Federal University of Juiz de Fora (UFJF), in the exercise of their powers and delegated competencies, hereby announces the opening of the Selection(s) listed in Annex 01, aimed at the recruitment and selection of National Visiting Professor and Foreign Visiting Professor, in accordance with Article 37, paragraph IX of the Federal Constitution of 1988; Law No. 8,745 of December 9, 1993; Law No. 12,772 of December 28, 2012; Law No. 12,990 of June 9, 2014; Decree No. 7,485 of May 18, 2011, amended by Decree No. 8,259 of May 29, 2014; Decree No. 9,508 of September 24, 2018; MEC Ordinance No. 243 of March 3, 2011; and Resolution CSPP/UFJF No. 134 of May 30, 2025.

1. PRELIMINARY PROVISIONS

1.1.1 The recruitment and selection of National Visiting Professors and Foreign Visiting Professors is an action of the UFJF Graduate Program Exchange Incentive Program.

1.1.2 During the hiring period, the Visiting Professor, whether national or foreign, must work on-site at UFJF.

1.2 The objectives of the UFJF Program to Stimulate Academic Exchange in Stricto Sensu Post-Graduate Programs are:

a) To improve the quality of UFJF's post-graduate programs, aiming at raising CAPES ratings.

b) To contribute to the improvement of teaching and/or research activities at the institution and the expansion of internationalization activities. c) To support the training of the faculty professors of post-graduate programs.

1.3 The general duties of the Visiting Professor, whether national or foreign, are to:

a) teach classes, supervise students, and perform other teaching-related activities.

b) cooperate in the development of funding proposals to national and international agencies.

c) produce and cooperate in the production of papers to be submitted to high-impact journals.

d) contribute to the expansion of internationalization activities.

e) enable scientific and technological exchange and participation in research networks, primarily international.

f) contribute to the social insertion of the program in a perspective of regional, national and international integration.

g) contribute to the articulation of undergraduate and graduate programs.

1.4 The candidate may apply for the position of National Visiting Professor, if Brazilian, or Foreign Visiting Professor, if foreign, under a fixed-term employment contract, as described in Annex 01 of this Notice.

2. INITIAL PROVISIONS

2.1 The provisions of this Simplified Selection Process notice apply to the selection(s) contained in Annex 01.

2.2 https://www.ufjf.br/propp is the official electronic address for publishing this Simplified Selection Process notice and the act of approval of the selections included in Annex 01.

2.3 The electronic addresses listed in Annex 01 are the official address for the dissemination of acts and information specific to each selection.

2.4 This notice will be published in full or in extract, by PROGEPE, in the Official Gazette of the Union (Diário Oficial da União - DOU) and will also be made available in full by PROPP, at the Simplified Selection Process electronic address referred to in item 2.2.

2.5 It is the candidate's sole responsibility to monitor the publication of all notices, acts and communications relating to this notice, as well as all acts and information specific to each selection that are published at the electronic address(es) provided for in Annex 01.

2.6 Annex 01 will contain information for each selection regarding the specific area of activity, requirements, number of vacancies, installation of the Examining Board, test, evaluation, expected schedule, as well as the contract's weekly work schedule.

2.7 UFJF is entitled to propose to successful candidates who exceed the number of immediate vacancies offered in

this notice, hiring to work in other Academic Units, Departments or Graduate Division Programs in which there is demand and vacancy in the specific area in which their application took place. qualification and classification.

2.8 Within legal limits, the Department may assign academic activities in areas and subareas related to the specific area of activity.

2.8.1 The Visiting Professor may, exceptionally, work at the undergraduate level with a view to articulating it with stricto sensu graduate studies. 2.8.2 Visiting Professors are prohibited from acting to replace the need for Permanent Professors.

2.9 The working day will be carried out in person and may occur during the day and/or night shift, including on weekends, in accordance with the law and in accordance with the institution's needs to meet demands.

2.10 The hiring of approved candidates is subject to the limits established by the Ministry of Education (Ministério da Educação) and the Ministry of Management and Innovation in Public Services (Ministério da Gestão e da Inovação em ServiçosPúblicos), in the equivalent teacher pools, and by the Annual Budget Law (Lei Orçamentária Anual).

2.10.1 If there is no budget or financial availability, the selection(s) established in this notice may be canceled at any time.

2.10.2 If there is no budget or financial availability, the hiring of candidates approved by this notice may be canceled/cancelled at any time.

2.11 The dates, locations and times of registration, installation of the examination board, tests, evaluation and events of the selection(s) may change at any time, and it is the candidate's sole responsibility to monitor the publications.

2.12 For the purposes of this notice, the official time of Brasília, capital of Brazil, is considered.

3. REQUIREMENTS AND REGISTRATION

3.1 To participate in the Simplified Selection Process judging phase, the candidate must meet the following requirements:

3.1.1 Meet qualification and professional competence requirements, namely:

a) hold a Doctorate Degree for at least 5 (five) years, considering as a reference the end of the registration period established in Annex 01 of this notice. b) be a teacher or researcher of recognized competence in their area; and

c) have relevant scientific production, preferably in the last 5 (five) years.

3.1.1.1 The foreign candidate who wishes to participate under the terms of item 3.1.1 and does not have a Doctorate degree recognized and registered by a Brazilian university – according to art. 48, of Law No. 9,394/1996 – must request, upon registration, the assessment of the EXCEPTIONAL EQUIVALENCE of the foreign Doctorate degree, which will be analyzed by the Visiting Professor Assessment Committee, designated by the Postgraduate and Research Sector Council (CSPP).

3.1.2 If the candidate does not meet the requirements established in item 3.1.1, the candidate must apply at the time of registration and have RENOME recognized in their professional area by the Visiting Professor Evaluation Committee, designated by the Postgraduate Sector Council and Research (CSPP).

3.2 Candidates must register electronically within the deadline established for each selection in Annex 01 by filling in the information contained in the Registration Request Form (Formulário de Requerimento de Inscrição – FRI) and uploading the necessary documentation.

3.2.1 When registering, the candidate must upload the following documents:

a) identification document with photo.

b) PDF format file containing the Professional Action Plan written in Portuguese or English that will be analyzed in the judging phase. c) PDF format file containing documents supporting the titles that will be analyzed in the judging phase.

d) Diploma of completion of the Doctorate course, except in the case of requesting renown.

e) Curriculum explaining academic, scientific and professional skills.

3.2.1.1 The Doctorate degree must be recognized and registered by a Brazilian university, according to art. 48, of Law No. 9,394/1996, and if not, the candidate must request at the time of registration the evaluation of the equivalence of the foreign Doctorate degree, which will be analyzed by the Visiting Professor Evaluation Committee, designated by the graduate Sector Council and Research (CSPP).

3.2.2 The following will not be admitted as Visiting Professors:

3.2.2.1 Retired Professors from UFJF.

3.2.2.2 Servants of the direct or indirect Administration of the Union, the States, the Federal District and the Municipalities, as well as employees or servants of its subsidiaries and controlled companies.

3.2.2.3 In the case of retirees from other public bodies or entities, the accumulation rules in the legal system must be observed. 3.2.3 After the end of the registration period, the candidate will not be able to change the FRI or forward documents.

3.2.4 UFJF is not responsible for the quality of the documents, and the candidate must first ensure that the content of the documents can be accessed and is adequately readable.

3.2.5 It is the candidate's sole responsibility to read and properly fill out the FRI under penalty of failure to register.

3.3 No registration fee will be charged for the selection(s) included in this Simplified Selection Process Notice.

3.4 Applications sent by email or delivered in person or by post or made after the deadline will not be accepted.

3.5 During the registration period, it is the candidate's sole responsibility:

3.5.1 Access the registration link for the respective selection available at: https://www.ufjf.br/propp

3.5.2 Check whether the link accessed refers to the selection for which you wish to register.

3.5.3 Carefully read the information and provisions set out in this notice.

3.5.4 Electronically fill in the fields of the Registration Request Form (FRI) with true individual data and information.

3.5.5 Upload the requested scanned documents.

3.5.5.1 The electronic file containing the Professional Action Plan must:

a) be typed, in English or Portuguese, in Arial or Times New Roman font, size 12 and with 1.5 spacing.

b) be properly identified.

c) contain a maximum of 20 (twenty) pages without including cover, summary and references.

3.5.5.2 In the Professional Action Plan, the candidate must, observing the specific area of the respective selection established in Annex 1 and the general performance of the visiting professor provided for in item 1.3, prepare a proposal for action at the stricto sensu graduate level covering activities to be developed at UFJF containing, at least, the following elements for each activity:

a) Clear and objective description of each activity to be developed in the stricto sensu graduate division program at UFJF.

b) Justification of the alignment of each proposed activity with the specific area of activity for each selection provided for in Annex 01.

c) Description of the objectives, methods and expected impacts of each activity to increase the scientific production of the stricto sensu postgraduate course from UFJF.

d) Contribution of each proposed activity to the internationalization of the stricto sensu graduate division program.

e) Coordination of each proposed activity with classes and teaching actions to be developed at UFJF.

3.5.6 The candidate must, when registering, fill in a valid and accessible email address, otherwise the registration will not be completed.

3.5.7 After registration, an automatic confirmation email will be sent to the email address provided containing the registration number, and it is the candidate's sole responsibility to access it and check the information during the registration period.

3.5.8 After registering, the candidate will not be able to register again for the same selection, and can only change it in compliance with the other rules established in this notice.

3.5.8.1 During the registration period, the candidate may change the registration already made in the respective selection, being able to edit data or information provided or even send files.

3.5.8.2 In the event of a change to the registration, it is the candidate's sole responsibility to pay attention to filling in the fields, as well as to upload all files again.

3.6 When registering, the candidate interested in competing for vacancies that are (or will be in the future) reserved primarily for people with disabilities, must make an express choice in this regard and attach the original copy of the Medical Report, in Portuguese. , issued up to 03 (three) months before the start date of

the registration period, which must contain, in legible form:

a) the type and degree or level of disability, with express reference to the corresponding International Classification of Disease (ICD) code, as well as the probable cause of the disability;

b) the name of the Doctor and his registration number with the respective Regional Council.

3.6.1 Candidates who, at the time of registration, do not declare themselves to be a Person with a Disability and/or do not submit the documentation requested in item 3.6, will lose the prerogative of competing as a candidate with a disability.

3.6.2 Before the end of the registration period, candidates who chose to compete for vacancies reserved for people with disabilities may withdraw from competing for reserved vacancies and must, to do so, access the Registration Request Form (FRI) and change this field of the registration relating to the respective selection.

3.7 When registering, the candidate may express an interest in competing for vacancies that are (or will be in the future) reserved primarily for black people.

3.7.1 In the case of the option referred to in item 3.7, the candidate must declare themselves black or mixed race, according to the color or race used by the Fundação Instituto Brasileiro de Geografia e Estatistica - IBGE under the terms of Law No. 12,990/2014.

3.7.2 Candidates who, when registering, declare themselves black or mixed race and who express an interest in competing for vacancies reserved for black people, in accordance with Law No. 12,990, of June 9, 2014, will be subject to the hetero-identification procedure.

3.7.3 Before the end of the registration period, candidates who chose to compete for the vacancies reserved for people who declared themselves black or mixed race, may withdraw from competing for the reserved vacancies and must, to do so, access the Registration Request Form (FRI) and change this field of the entry relating to the respective selection.

3.8 Registration that does not meet the conditions required in this notice, in the guidelines and procedures established in the registration system, will not be accepted.

3.9 It is the candidate's sole responsibility to carry out the acts and procedures necessary for registration within the established deadlines, under penalty of failure to register.

3.10 UFJF will not be responsible for acts or facts resulting from:

a) information, documents and data provided in incomplete, incorrect, illegible or outdated form by the candidate.

b) communication failures due to line congestion or other technical and/or operational factors that make it impossible to transfer data, information or documents.

3.11 Registration implies a tacit commitment on the part of the candidate to accept the conditions established for carrying out the Simplified Selection Process set out in this notice and in other normative acts, of which ignorance cannot be claimed.

3.12 At any time, registrations, tests, and the hiring of the candidate may be canceled if any information or document is found to be false and/or any irregularity in the tests or documents presented, or in situations that characterize a defect in carrying out the Process Simplified Selective, without prejudice to liability in other spheres to be determined by the competent bodies.

3.13 All documentation/information presented regarding this notice will be archived at the Academic Unit/Department/Graduate Division Program and, at any time, UFJF may request the presentation, including in person, of original documents for proof, under penalty of non-effectiveness/exclusion of registration or, even, contract termination for cause and without the right to compensation.

4. PRELIMINARY LIST OF REGISTERED CANDIDATES, APPEAL AND FINAL LIST OF REGISTERED CANDIDATES

4.1 The preliminary list of candidates registered for each selection will be published at https://www.ufjf.br/propp according to the date established in Annex 01.

4.2 An appeal will be possible in view of the preliminary list of registered candidates, and the candidate must, within the deadline established in Annex 01, forward the duly completed Annex 02 to the email visitors.propp@ufjf.br with the subject "Appeal - Preliminary List of Registered Candidates".

4.2.1 In the appeal referred to in item 4.2, it will not be possible to modify, supplement and/or replace documents and information provided at the time of registration.

4.3 Appeals or questions regarding the preliminary list of candidates registered after the deadline referred to in Annex 01 will not be accepted. 4.4 The appeal will be analyzed and decided by the Dean of Graduate Division Studies and Research.

4.5 The definitive list of candidates registered for each selection will be published at https://www.ufjf.br/propp according to the date established in Annex 01. 4.6 Appeals will not be accepted based on the final list of registered candidates.

4.7 Only candidates qualified to compete in the respective selection will be considered those who appear on the final list of registered candidates. 4.8 The disclosure of the final list of registered candidates does not mean that they meet all requirements, which will be verified only at the time of hiring.

5. RESERVATION OF VACANCIES

5.1. RESERVATION TO PEOPLE WITH DISABILITIES (PwD)

5.1.1 People with disabilities, who intend to make use of the prerogatives granted to them by art. 37, VIII, of the Federal Constitution of 1988, by art. 5th, § 2nd of Law No. 8,112/1990, and by art.1 of Decree No. 9,508/2018, they are guaranteed the right to enroll in the selection of this notice, under equal conditions with the other candidates, with regard to the content of the tests, the evaluation and approval criteria, the day and time of the tests/evaluation, and the minimum grade required for all other candidates, provided that the disability is compatible with the tasks to be performed.

5.1.1.1 Of the immediate vacancies provided for in Annex 01 of this notice and those that arise during the validity period of the selection(s) contained in Annex 01, the maximum percentage of 20% (twenty percent) will be offered as a priority for reservation, as provided for in Art.1, §1 of Decree No. 9,508/2018.

5.1.2 People with disabilities will be considered those who fall into the categories set out in Law No. 13,146, of July 6, 2015, in Article 4 of Decree No. 3,298, of December 20, 1999, with the changes introduced by Decree No. 5,296/2004, in § 1 and §2 of Article 1 of Law No. 12,764, of December 27, 2012 (Autistic Spectrum Disorder), in Art. 1 of Law No. 14,126, of March 22, 2021 or in the Summary 377 of the Superior Court of Justice (STJ).

5.1.3 There may only be immediate reservation of places for people with disabilities (PwD) if the total number of places offered in this notice is equal to or greater than 05 (five).

5.1.3.2 If there is more than one candidate with a disability approved for the priority vacancy(ies) intended for reservation for the person(s) with disability or for those who come to arise during the validity period, the filling of this vacancy(ies) will observe the classification order of the respective selection.

5.1.3.3 If more than 10 (ten) candidates are called in the respective selection, the criteria of alternation and proportionality between the classification of broad competition and reserves must be observed, respecting the percentage established in this notice.

5.1.4 When registering, the candidate interested in competing for vacancies that are (or that in the future will be) reserved primarily for people with disabilities must make an express choice in this regard and attach the original copy of the Medical Report, in Portuguese, issued up to 06 (six) months before the start date of the registration period, which must contain, in legible form:

a) the type and degree or level of disability, with express reference to the corresponding International Classification of Disease (ICD) code, as well as the probable

cause of the disability;

b) the name of the Doctor and his registration number with the respective Regional Council.

5.1.5 Candidates who, at the time of registration, do not declare themselves to be a Person with a Disability and/or do not submit the documentation requested in item 5.1.4, will lose the prerogative of competing as a candidate with a disability.

5.1.6 Candidates registered as Persons with Disabilities and approved in the selection will be subject, when called, to evaluation by a multidisciplinary team from the SIASS/PROGEPE Unit at UFJF, which will make a final decision on their condition.

5.1.6.1 The UFJF SIASS/PROGEPE Unit, whenever necessary, may request support from other bodies and/or professionals for the assessment referred to in item 5.1.6.

5.1.7 The candidate(s) called for evaluation by the multidisciplinary team referred to in item 5.1.6 must attend with an official identification document with photo and proof of their status disability upon presentation of an original Medical Report, in Portuguese, issued up to 03 (three) months before the call, which must contain, in legible form:

a) the type and degree or level of disability, with express reference to the corresponding International Classification of Disease (ICD) code, as well as the probable cause of the disability;

b) the name of the Doctor and his registration number with the respective Regional Council.

5.1.8 The evaluation to be carried out by the UFJF SIASS/PROGEPE Unit, referred to in item 5.1.6, will verify:

a) If the disability falls within the provisions of Article 2 of Law No. 13,146 of 2015, of art. 4th, of Federal Decree No. 3,298 of 1999, with the changes introduced by Decree No. 5,296/2004, of § 1 and §2 of Art. 1 of Law No. 12,764/2012 (Autism Spectrum Disorder), of Art. 1 of the Law No. 14,126/2021 or Precedent 377 of the Superior Court of Justice (STJ); and

b) Whether or not the disability is compatible with the duties required for the role and specific area of activity of the visiting professor. 5.1.9 The evaluation procedure referred to in item 5.1.6 will observe, among other applicable provisions, the following:

a) the place, date and time for the candidate with a disability to attend for the exam will be included in the call notice to be sent electronically to the email address registered at the time of registration, with the candidate being solely responsible for access and respective update.

b) the evaluation referred to in this item will be final in nature.

c) will be excluded from the reservation of places for people with disabilities if the candidate does not appear at the stipulated location and deadline with the requested documentation.

d) there will be no second call for this assessment, in any case.

e) if the incompatibility between the disability and the duties of the position applied for is verified, the candidate will be eliminated from the selection. f) candidates whose disabilities are not found will be excluded from the reserve of vacancies for people with disabilities.

5.1.10 After hiring the candidate, disability cannot be argued to justify granting retirement.

5.2 – RESERVATION FOR BLACK PEOPLE (BP)

5.2.1 Black people, who intend to make use of the prerogatives granted to them by Law No. 12,990/2014, are guaranteed the right to enroll in the selection(s) of this notice, on equal terms with other candidates, insofar as refers to the content of the tests, the evaluation and approval criteria, the day and time of the tests/evaluation, and the minimum grade required for all other candidates.

5.2.2 Those who declare themselves black or mixed race at the time of registration, according to the color or race used by the Fundação Instituto Brasileiro de Geografia e Estatistica - IBGE and who express an interest in competing in this condition in the upon registration and who have their self-declaration ratified in the hetero-identification procedure.

5.2.2.1 The candidate's self-declaration enjoys the relative presumption of veracity.

5.2.2.2 The candidate's self-declaration must be confirmed through a hetero-identification procedure.

5.2.2.3 The relative presumption of veracity enjoyed by the candidate's self-declaration will prevail in case of reasonable doubt regarding their phenotype, motivated by the opinion of the hetero-identification committee.

5.2.3 Of the total number of vacancies offered in this notice and of those that arise during the validity period, 20% (twenty percent) will be allocated to the reserve for Black People.

5.2.3.1 There may only be immediate reservation of vacancies for black candidates when the total number of vacancies offered in this notice is equal to or greater than 03 (three).

5.2.4 When registering, the candidate must choose to compete for vacancies that may be reserved for black people.

5.2.4.1 Until the end of the registration period, candidates who chose to compete for the vacancies reserved for people who declare themselves black or mixed race may withdraw from competing for the reserved vacancies and must, to do so, access the Registration Request Form (FRI) and change this registration field.

5.3.5 Black candidates who choose to compete for reserved vacancies will compete simultaneously for vacancies destined for broad competition, according to their classification.

5.2.6 Black candidates approved within the number of vacancies offered for broad competition will not be counted for

the purpose of filling reserved vacancies.

5.2.7 Candidates who, at the time of registration, declared themselves black or mixed race and who expressed interest in competing for vacancies reserved for black people, in accordance with Law No. 12,990, of June 9, 2014, will be subjected to the hetero-identification procedure and insofar as the provisions set out in Normative Ordinance No. 04, of April 6, 2018 of the Ministry of Planning, Development and Management (Ministério do Planejamento, Desenvolvimento e Gestão), amended by Ordinance SGP/SEDGG/ME No. 14,635, of 12/14/2021, apply

5.2.7.1 The hetero-identification procedure is considered to be the identification by third parties of the self-declared condition. 5.2.7.2 The hetero-identification procedure will be carried out by a committee created specifically for this purpose, consisting of 5 (five) members and alternates. 5.2.7.3 O The hetero-identification procedure will be promoted virtually.

5.2.7.3.1 Committee members may act remotely using communication technology resources.

5.2.7.4 Qualified candidates will be invited to participate in the hetero-identification procedure via email.

5.2.7.1 Further guidance regarding the procedure will be sent by email.

5.2.7.5 At least the number of candidates equivalent to three times the number of vacancies offered for each selection/specific area of activity provided for in Annex 1 of this notice, or ten candidates, whichever is greater, will be called for the hetero-identification procedure, subject to the established approval conditions.

5.2.7.5.1 Candidates who choose to compete for vacancies reserved for black people, even if they have obtained a sufficient score to pass the broad competition, and satisfy the qualification conditions established in the notice, must undergo the hetero-identification procedure.

5.2.7.6 The hetero-identification committee will exclusively use the phenotypic criterion to measure the condition declared by the candidate.

5.2.7.6.1 The phenotypic characteristics of the candidate will be considered at the time of carrying out the hetero-identification procedure.

5.2.7.6.2 Any previous records or documents that may be presented will not be considered, including images and certificates referring to confirmation in hetero identification procedures carried out in public competitions or federal, state, district and municipal selection processes.

5.2.7.7 The hetero-identification procedure will be filmed and the recording will be used in the analysis of any appeals filed by candidates. 5.2.7.7.1 Any candidate who refuses to film the procedure for hetero-identification purposes will be eliminated, with no additional call for unqualified candidates. 5.2.7.8 The candidate will not be considered black (black and brown) when:

a) not attend the interview with the hetero-identification committee;

b) do not indicate the self-declaration when registering;

c) by majority, the members of the hetero-identification committee consider that they did not meet the condition of a black person; d) when registering, do not express an interest in competing for reserved vacancies for black people (black and mixed race); and, e) refuse to film the procedure.

5.2.7.8.1 The hypotheses described in item 5.2.7.8 do not justify the duty to additionally call candidates not called for the hetero-identification procedure. 5.2.7.9 Candidates whose self-declaration is not confirmed in the hetero-identification procedure will compete for vacancies designated for broad competition.

5.2.7.9.1 Will not compete for the vacancies referred to in item 5.2.7.9 and will be eliminated any candidate who presents a false self-declaration found in an administrative procedure of the hetero-identification commission will be eliminated under the terms of the sole paragraph of art. 2nd of Law No. 12,990, of 2014.

5.2.7.10 The opinion of the hetero-identification committee that finds the self-declaration to be false must lead to its conclusion in accordance with art. 50 of Law No. 9,784, of January 29, 1999.

5.2.7.11 The hypotheses referred to in items 5.2.7.9 and 5.2.7.9.1 do not give rise to the duty to additionally call candidates not called for the hetero identification procedure.

5.2.7.12 The hetero-identification committee will deliberate by the majority of its members, in the form of a motivated opinion.

5.2.7.12.1 The deliberations of the hetero-identification committee will only be valid for the selection(s) for which they were designated, and will not serve to any other purposes.

5.2.7.12.2 The hetero-identification committee is prohibited from deliberating in the presence of the candidates.

5.2.7.12.3 The content of the motivated opinion will be restricted, in accordance with art. 31 of Law No. 12,527, of November 18, 2011. 5.2.7.13 The result of the hetero-identification procedure, if any, carried out by the commission will be published at https://www.ufjf.br/propp 5.2.7.14 Decisions of the hetero-identification committee may be appealed to the appeals committee, in accordance with the terms of the notice. 5.2.7.15 In the face of a decision that does not confirm the self-declaration, the candidate affected by it will have an interest in appealing.

5.2.7.16 In its decisions, the appeal committee must consider the filming of the procedure for hetero-identification purposes, the opinion issued by the committee and the content of the appeal prepared by the candidate.

5.2.7.17 Decisions of the appeal committee cannot be appealed.

5.2.7.18 The definitive result of the hetero-identification procedure, if any, will be published at https://www.ufjf.br/propp, which will contain the candidate's identification data and the final conclusion regarding confirmation of self-declaration.

5.2.7.19 In the event of a false statement being found, the candidate will be eliminated and, if he or she has been hired, he ou she will be subject to the annulment of his admission to public service or employment, after an administrative procedure in which he or she is assured the right to be heard and a full defense, without prejudice to

other applicable sanctions.

5.2.7.20.1 The times, conditions and guidelines of the hetero-identification procedure will be informed to the candidate via the invitation email and the candidate must comply with it under penalty of non-confirmation of the act of self-declaration and consequent exclusion from the reservation.

5.3 - PRIORITY OFFER FOR VACANCY RESERVATION SYSTEM

5.3.1 The distribution of the number of immediate priority vacancies resulting from the application of the percentage provided for in this notice will take place in accordance with the public draw dynamics established by Resolution No. 38, of August 2, 2021, of the UFJF Superior Council.

5.3.1.1 They will be excluded from the public draw for the respective reserve and the provision of immediate reserves will automatically apply to selections whose: a) specific area of activity has from 5 (five) vacancies for immediate hiring on a campus, considering that they will automatically include reservations.

b) specific area of activity has from 3 (three) vacancies for immediate hiring on a campus, bearing in mind that they will automatically include the quota reservation, in the case of quotas for black people, and, in this case, they must be included in the draw for the reservation for people with disabilities, if there is a successful candidate in this condition.

5.3.1.2 For the hypotheses provided for in item 5.3.1, in which the public draw is not required, their numbers will be counted in the total number of places offered, primarily for immediate reservation for quota holders.

5.3.2 Only selections/areas of specific activity that have candidates with disabilities and/or black candidates who registered regularly, were not eliminated and who have been approved as quota holders in the respective selections/areas of specific activity will participate in the public draw.

5.3.3 If the specific selection/area of activity does not have a quota candidate (person with a disability and/or black person) registered or approved under these conditions, the respective candidate may be approved and calls will take place observing the classification of the broad competition list.

5.3.4 The public draw of the order of which selections/areas of specific activity will be reserved primarily for candidates with disabilities and black people, will only take place after the deadline for appealing the results of the tests and complementary procedures for selections that have candidates with disabilities and black people approved.

5.3.5 The public draw will define, in each of the reserves (people with disabilities and black people), the order of priority of selections/areas of knowledge in which approved quota candidates must be called, and to this end, the following procedure must be observed:

5.3.5.1 After the deadline for appealing the results of the tests and complementary procedures has passed, the UFJF Dean of People Management will carry out a survey of the specific selections/areas of activity of the respective notice in which there was an approved quota holder (PwD or PN.

5.3.5.2 The order of priority referred to in item 5.3.5 will be drawn with precedence for the reserve that has the smallest number of selections/areas of specific activity with an approved quota candidate, as follows:

a) the reservation for people with disabilities will take precedence in the order draw, if it has the smallest number of selections/specific areas of activity with an approved quota candidate in relation to the reservation for black people.

b) the reservation for black people will take precedence in the order draw, if it has the smallest number of selections/specific areas of activity with an approved

quota candidate in relation to the reservation for people with disabilities;

c) if this quantity is identical, the precedence will also be defined through a draw.

5.3.5.3 Define, through a draw, and in accordance with the precedence provided for in item 5.3.5.2, the order of successive priority that will affect the reservation of vacancies for PwD or BP among those selections/areas of specific activity that had approved quota candidates in the respective condition.

5.3.5.3.1 The draw of the selections/areas of specific activity of the reserve with precedence, under the terms of item 5.3.5.2, will be carried out without replacing the selections/areas of specific activity already drawn and will include all selections that have quota candidates approved in the respective condition (PwD or BP)).

5.3.5.3.2 The draw of the selections/areas of specific activity of the reserve without precedence, under the terms of item 5.3.5.2, will be carried out without replacing the selections/areas of specific activity already drawn, covering all selections that have quota candidates approved in the respective condition (PwD or BP).

5.3.5.4 The results of the draws will be recorded in lists with priority orders for both PwD and BP, which will be published in https://www.ufjf.br/propp

5.3.6 The call for approved quota candidate candidates for immediate vacancies will only occur after the appeal period against the act of approval of the final result of all selections/areas of specific activity that have candidates registered and approved as quota holders.

5.3.7 The call for approved quota candidate candidates for immediate vacancies will also observe the order of precedence referred to in item 5.3.5.2, as follows:

a) the reservation for people with disabilities will take precedence in the call, if it has the smallest number of selections/specific areas of activity with an approved quota candidate in relation to the reservation for black people.

b) the reservation for black people will take precedence in the call, if it has the smallest number of selections/specific areas of activity with an approved quota candidate in relation to the reservation for people with disabilities.

c) If this quantity is identical, the precedence will also be defined through a draw.

5.3.7.1 If the candidate called for the immediate reserve position on the list with precedence declines, the next

approved candidate will be called for the respective selection/specific area of activity on the reserve list with precedence, observing the order of classification.

5.3.7.2 If there is no other approved candidate on the list with precedence to fill the immediate vacancy allocated to the respective reserve, the candidate from the respective selection/specific area of activity on the reserve list without precedence will be called, observing the order of priority, the order classification and legal limits.

5.3.7.3 If there is no quota candidate approved for the respective selection/specific area of activity, the candidate approved in the Broad Competition will be called.

5.3.8 Within legal limits, as long as they have been approved and observing the precedence and order drawn, candidates with disabilities, as well as black candidates will occupy the first respective vacancy, even if this is the only one and their classifications do not guarantee them the first position in the general classification of the selection/specific area of activity.

5.3.9 For other vacancies that may arise during the validity of the selections/specific areas of activity, the calls for candidates will observe the specific classifications in each specific selection/area of activity and the following provisions:

a) if the specific selection/area of activity has immediately offered 1 (one) single vacancy and has already had a candidate called as a Person with Disability quota holder as a result of the immediate reservation being made, the call for new vacancies that arise will observe the following dynamics:

1st Round	Person with Disabilities (PwD) - Summoned
2nd Round	Broad Competition – Next to be summoned
3rd Round	Black Person (BP) – Next to be summoned
4th Round	Broad Competition – Next to be summoned
5th Round	Broad Competition – Next to be summoned

b) if the specific selection/area of activity offers, immediately, 1 (one) single vacancy and has already had a candidate called as a black quota holder as a result of the immediate reservation being made, the call for new vacancies that arise will observe the following dynamics:

1st Round	Black Person (BP) – Summoned
2nd Round	Broad Competition – Next to be summoned
3rd Round	Broad Competition – Next to be summoned
4th Round	Broad Competition – Next to be summoned
5th Round	Person with Disabilities (PwD) – Next to be summoned

c) If the specific selection/area of activity did not have a candidate called as a Black or Person with Disability quota member when making immediate reservations, the call for new vacancies that arise throughout the validity period will observe the following dynamics:

1st Round	Broad Competition – Summoned
2nd Round	Broad Competition – Next to be summoned
3rd Round	Black Person (BP) – Next to be summoned
4th Round	Broad Competition – Next to be summoned
5th Round	Person with Disabilities (PwD) – Next to be summoned

5.3.10 If new candidates are invited in the respective selections/areas of specific activity in addition to the numbers established in the sub-items of the item 5.3.10 such calls will observe the criteria of alternation and proportionality between broad competition and reserves.

5.3.12 If more than a single vacancy has been offered immediately, the dynamics of calling for vacancies that arise throughout the validity period of the specific selection/area of activity must be adjusted and, in each case, must observe the legal limits.

5.3.13 If the total immediate offer provided for in this notice is a number of vacancies equal to or less than 02 (two), for the same specific area of activity or for different specific areas of activity, there will be no immediate reservation for Black Person (BP) or for Persons with Disabilities (PwD).

5.3.13.1 n this case, the following dynamics will be observed for each of the specific areas of activity:

1st Round	Broad Competition – Summoned
2nd Round	Broad Competition – Next to be summoned
3rd Round	Black Person (BP) – Next to be summoned
4th Round	Broad Competition – Next to be summoned
5th Round	Person with Disabilities (PwD) – Next to be summoned

5.3.13.2 If the total immediate offer provided for in this notice is a number of vacancies equal to or greater than 03 (three), for the same specific area of activity or for different specific areas of activity, there will be immediate reservation for Black Person (PN), and must comply with applicable legal and regulatory provisions.

5.3.14 If the total immediate offer provided for in this notice is a number of vacancies equal to or less than 05 (five), for the same specific area of activity or for

different specific areas of activity, there will be no immediate reservation for Person with Disability (PwD).

5.3.14.1 In this case, the following dynamics will be observed for each of the specific areas of activity:

1st Round	Broad Competition – Summoned
2nd Round	Broad Competition – Próxima a ser convocada
3rd Round	Black Person (BP) – Próxima a ser convocada
4th Round	Broad Competition – Próxima a ser convocada
5th Round	Person with Disabilities (PwD) – Próxima a ser convocada

5.3.14.2 If the total immediate offer provided for in this notice is a number of vacancies equal to or greater than 05 (five), for the same specific area of activity or for different specific areas of activity, there will be immediate reservation for Persons with Disabilities (PwD), and must observe the applicable legal and regulatory provisions.

5.3.15 The provision for immediate reservation of vacancy(ies) does not prevent the registration of other candidates, however, the applicable legal and regulatory provisions must be observed.

5.3.16 Omitted cases, doubts and possible questions regarding vacancy reservations will be the subject of joint deliberation between the heads of institutional bodies responsible for affirmative action policies and the Dean of People Management with priority legal advice from the UFJF Attorney's Office.

6. EXAMINATION BOARD AND ARGUMENT OF IMPEDIMENTAL AND/OR SUSPECT

6.1 After publishing the final list of registered candidates, the Department will designate the 3 (three) full members and 2 (two) substitutes to form the Initial Examining Board.

6.1.2 The initial composition of the Examining Board containing the full and alternate members for the respective selection will be announced on the date and at the electronic address listed in Annex 01.

6.2 In view of the initial composition of the Examining Board, candidates qualified to compete in the respective selection may claim the impediment and/or suspicion of the full and/or substitute members of the Examining Board.

6.2.1 The argument must be made by filling out Annex 03 of this notice and sent to the email provided in Annex 01 according to the respective selection.

6.2.2 The candidate must observe the deadline established in Annex 01 for formalizing the request for an argument regarding the panel member(s) of the respective selection.

6.3 The allegation of impediment and/or suspicion of full and/or substitute members must be substantiated.

6.3.1 It constitutes an impediment to act as a full or alternate member of the Examining Board:

a) be a spouse, partner or relative up to and including the third degree of a candidate qualified to compete.

b) have acted, in relation to a candidate qualified to compete, as their advisor, advisor or co-supervisor or co-supervisor in academic activities to complete an Undergraduate or graduate division course in the 05 (five) years prior to the date of publication of the opening notice of the selection process.

c) be, with a candidate qualified to compete, co-author of academic works published in the 05 (five) years prior to the date of publication of the notice opening the selection process.

d) be litigating judicially or administratively with a candidate qualified to compete or their spouse or partner.

e) have a direct or indirect interest in the approval or disapproval of a candidate qualified to compete, or incur any other potential conflict of interest situation.

6.3.2 It constitutes suspicion to act as a full or alternate member of the Examining Board to have an intimate friendship or notorious enmity with a candidate qualified to compete or with their respective spouse, partner, relatives and the like up to the third degree.

6.4 Once the allegation of impediment and/or suspicion is received, it will be judged by the respective Department.

6.5 If the allegation of impediment and/or suspicion is supported by the Department, it will replace the respective member(s).

6.5.1 In the event of replacement, the Department and the appointed member must ensure that there is no impediment and/or suspicion of the replacement member(s) in relation to the candidates qualified to compete.

6.6 Within the deadline and at the electronic address established in Annex 01, the final composition of the Examining Board will be published.

6.6.1 If there is no argument or replacement of any member, the final composition of the Examining Board will be published in accordance with the initial composition.

6.7 The suitability of the statement signed by a member of the Examining Board of absence of suspicion will be presumed in the face of an allegation of this nature formulated after the publication of the act of final composition of the members of the Examining Board.

6.8 The Examining Board may carry out its activities in person or remotely, through the use of Information and Communication Technology that allows synchronous monitoring.

7. INSTALLATION AND OPERATION OF EXAMINATION BOARDS

7.1 The Examining Board Installation session for each selection will take place on the dates and times indicated in Annex 01 of this notice.

7.1.1 The Examining Board may be installed in person or remotely, through the use of Information and Communication Technology, which allows synchronous monitoring.

7.2 A The Examining Board will have 03 (three) members, from among the members appointed as full members or substitutes. 7.3 The Examining Board will choose its presidency from among its members, whether full or alternate.

7.4 If any member of the Examining Board is unable to act, the alternate member may take over at any time, with the acts already performed being preserved.

8. JUDGMENT PHASE

8.1. GENERAL PROVISIONS ABOUT THE TESTS

8.1.1 The Judgment Phase, of academic merit, of the selection process published in this notice will comprise the following stages: First: Analysis Test of the written content of the Professional Action Plan, mandatory, of an eliminatory and classificatory nature. Second: Title Assessment, mandatory, of an exclusively classificatory nature.

8.2 ANALYSIS TEST OF THE WRITTEN CONTENT OF THE PROFESSIONAL ACTION PLAN

8.2.1 The Analysis Test of the written content of the Professional Action Plan will be eliminatory and classificatory in nature, constituting the first evaluation stage. 8.2.2 The evaluation, by the Examining Board, of the electronic file containing the Professional Action Plan sent by the candidate upon registration will be worth

10 (ten) points.

8.2.3 The Examining Board will evaluate the written content of the Professional Action Plan observing the following evaluation criteria and scoring parameters:

Evaluative Criteria	**Scoring Parameters**
a) Clarity in writing, adequacy of form, quality, relevance and articulation of the content of the Professional Action Plan with the area specific performance in stricto sensu graduate division studies at UFJF.	From 0 (zero) to 2 (two) points
b) Potential impact of the proposed activities on increasing the scientific production of the stricto sensu graduate division course from UFJF.	From 0 (zero) to 2 (two) points
c) feasibility of the work plan, as well as its compatibility with the program proposal;	From 0 (zero) to 2 (two) points
d) Contribution of each proposed activity to the internationalization of the stricto sensu postgraduate course at UFJF and ability to establish links, networks and research partnerships with international institutions.	From 0 (zero) to 2 (two) points
e) Quality of class proposals and other teaching actions and articulation with a specific area of activity.	From 0 (zero) to 2 (two) points

Total (a+b+c+d+e)	From 0 (zero) to 10 (ten) points

8.2.4 The Grade for the Analysis Test of the written content of each candidate's Professional Action Plan will be calculated as follows:

a) initially, the grade awarded by each member of the Examining Board will be calculated by adding up the total points obtained, in accordance with the evaluation criteria and scoring parameters; and,

b) after calculating the grade awarded by each examiner, these will be added together, and, subsequently, the arithmetic average of the respective grades will be calculated, rounded to hundredths, rounding it up when the subsequent digit is equal to or greater than 05 (five).

8.2.5 Only candidates who obtain a score equal to or greater than 7 (seven) will be approved in the Analysis Test of the Written Content of the Professional Action Plan, and classified to carry out the second stage.

8.3 SECURITIES EVALUATION

8.3.1 The Assessment of Titles, of a classificatory nature only, will consist of the assessment and valuation, by the Examining Board, of documents proving qualifications sent by candidates at the time of registration in light of what is established in the Specific Resolutions with criteria for the Assessment of Titles Visiting Professor from the respective Academic Unit available on the website(s) provided in Annex 01.

8.3.2 Only candidates who passed the Analysis Test of the written content of the Professional Action Plan will be evaluated at this stage. 8.3.3 Only supporting documents sent during the registration period will be considered for title evaluation purposes.

8.3.4 The Examining Board, considering the supporting documents sent by the candidate at the time of registration, will carry out the Assessment of the Titles using as reference the Specific Resolutions with criteria for the Assessment of Visiting Professor Titles from the respective Academic Unit(s) set out in the Annex 01.

8.3.5 The assessment, checking and evaluation of supporting documents will be carried out jointly by the members of the Examining Board. 8.3.6 A The Title Assessment will be scored on a scale of 0 (zero) to 10 (ten) points.

8.3.7 In accordance with the Specific Resolutions with criteria for the Assessment of Visiting Professor Titles of the respective Academic Unit available on the website(s) provided in Annex 01, mathematical operations may be carried out for the conversion to scale from 0 (zero) to 10 (ten) points, maintaining, in all cases, the proportions.

8.3.8 It is the responsibility of candidates to first read the Specific Resolution with criteria for the Assessment of Visiting Professor Titles from the respective Academic Unit, as well as to present proof of the titles.

8.3.9 In case of doubt regarding the authenticity of a document sent by the candidate, the respective document will not be considered by the Examining Board.

8.4 FINAL CLASSIFICATION GRADE, TIEBREAKING CRITERIA AND RESULT

8.4.1 Observing the evaluation criteria, scoring parameters and the method of calculating the grade for each test or assessment, the Examining Board will assign, to each candidate, a Final Classification Grade (NFC), which will be calculated using an arithmetic mean of the grades obtained by candidates in the first and second stages.

8.4.2 When calculating the NFC, in any case, the result will be presented to the hundredths place, rounding it up when the subsequent digit is equal to or greater than 5 (five).

8.4.3 Successful candidates will be ranked in descending order of NFC.

8.4.4 In the event of a tie in the classification of approved candidates, the tie will be broken by applying, in order, the following criteria: 8.4.4.1 Older age, in the case of tied candidates aged 60 (sixty) years or older, in accordance with art. 1st c/c art. 27, sole paragraph, of Law no. 10,741/2003. 8.4.4.2 Firstly, the candidate who has obtained the highest score in:

a) Test of Analysis of the Written Content of the Professional Action Plan;

b) Valuation of Securities.

8.4.4.3 If the tie remains, the candidate who is the oldest.

8.4.5 The result of the selection process will be published electronically on the website https://www.ufjf.br/propp as set out in the schedule in Annex 01. 8.4.5.1 Candidates who obtain a grade lower than 7 (seven) in the Analysis Test of the Written Content of the Professional Action Plan will fail..

8.4.5.2 Candidates will be classified according to their final score, in descending order, and the list(s) will be published, according to the reserves of vacancies offered.

8.5 REQUEST FOR VIEWING OF OWN EXAM

8.5.1 After publication of the Final Classification Score, the candidate may request a view or copy of the evaluation report of the Professional Action Plan or the Title Assessment by means of a written request addressed to the respective graduate division Program Coordination.

8.5.2 It is prohibited to obtain a view or copy of a Test or Assessment carried out by another candidate.

8.5.3 The inspection request must be sent to the electronic address (e-mail) contained in Annex 01.

8.5.4 After filing the application, the graduate division Program Coordinator will grant the view and/or copy requested by the candidate within a period of up to 02 (two) business day.

9. APPEAL AND VALIDATION OF THE FINAL RESULTS

9.1 The candidate who believes that he/she is affected by the results may, within 02 (two) working days, counting from the date of publication of the respective result, lodge an appeal, provided that it is duly substantiated, observing the provisions contained in the notice.

9.1.1 The appeal must be sent by e-mail to visitors.propp@ufjf.br, with the subject “APPEAL – RESULT – NOTICE / ”. 9.1.2 The candidate must request confirmation of receipt of the appeal.

9.1.3 Appeals filed after the deadline will not be accepted.

9.1.4 If the appeal is accepted, the Dean of Graduate Division Studies and Research (PROPP) may:

a) carry out measures or forward them to the competent authority to carry them out;

b) request statements or opinions from the competent bodies, including the Examining Board itself;

c) carry out consultations with the Federal Attorney's Office, which must be analyzed as a matter of urgency; ,

d) provide, if necessary, the opportunity for candidates who may suffer harm due to the decision to be taken to express themselves, for a period of 03 (three) working days, counting from their respective notification, with the candidate being solely responsible for access to correspondence, as well such as keeping your postal and email address up to date.

9.1.5 Once the process has been completed, the Dean of Graduate Division Studies and Research has a period of up to 30 (thirty) days to decide, unless an extension is expressly motivated.

9.2 After publication of the Result, the process files must be sent to the Secretariat of the Dean of Graduate Division Studies and Research.

9.2.1 Once the case files are received, they will be kept, unless necessary steps are taken, at the Dean of Graduate Division Studies and Research, during the control and approval phase, with requests for views and/or obtaining copies of documents being permitted. without restriction of access, upon specific request, duly identified, which must be added to the case file.

9.2.2 After receiving the case files, the Dean of Graduate Division Studies and Research will analyze the regularity of the process and the acts carried out, and may request statements or opinions from the competent bodies, including the Examining Board itself.

9.2.3 Once the regularity of the process and the acts carried out by the Examining Board has been verified, the Dean of Graduate Division Studies and Research will approve the selection.

9.2.4 If irremediable irregularities are found in the process or in the acts carried out by the Examining Board, the Dean of Graduate Division Studies and Research may cancel the selection in whole or in part.

10 EMPLOYMENT SCHEME, SUMMONS, RENOWN, EXCEPTIONAL EQUIVALENCE, REMUNERATION AND FRAMEWORK

10.1 EMPLOYMENT SCHEME

10.1.2 Subject to the provisions established in Annex 01, for each selection, the working regime of the national visiting professor may be 20 (twenty) hours per week, or 40 (forty) hours per week with Exclusive Dedication.

10.1.2.1 In the case of a foreign visiting professor, only the Exclusive Dedication – DE regime will be admitted.

10.1.2.1.1 During the contract period, the prohibitions on receiving other amounts apply under the terms provided for in Law No. 12,772/2012.

10.1.3 The prohibitions arising from the exclusive dedication work regime provided for in Law No. 12,772/2012 apply to Visiting Professors hired through this notice.

10.2 SUMMONS

10.2.1 After the publication of the act of approval of the respective selection in the Official Gazette of the Union (DOU), the Dean of Graduate Division and Research will communicate to the Management of the Academic Unit and the Coordination of the Graduate Division Program about the publication of such an act.

10.2.2. Within the validity period of the respective selection, the Academic Unit, together with the Graduate Division Program Coordination, will call the candidate for hiring.

10.2.2.1 The call will be made electronically via the email registered at the time of registration, asking the candidate to:

a) express whether there is interest in hiring;

b) send requested documentation;

c) send other documents, diplomas, data or information guided by PROPP or PROGEPE.

10.2.3 O The invited candidate must respond to the call e-mail expressing their awareness and interest in hiring within a period of up to 10 (ten) calendar days.

10.2.4 Candidates who do not express their awareness and interest within the indicated period will be considered withdrawn, and UFJF will be allowed to call the next ranked candidate, if any, or proceed to open a new selection process.

10.2.5 UFJF is not responsible for the candidate not receiving an email, including in cases where the message is identified as SPAM, is moved to junk, or if the candidate's email server presents any error of a technical nature that makes it impossible to receive the respective payment.

10.2.6 If the candidate is not interested, they must respond to the email informing their withdrawal in writing.

10.2.7 If the candidate is interested, the Visiting Professor hiring process will be opened at SEI by the Graduate Division Program Coordination and must be instructed with the candidate's acceptance, the withdrawals of the others (if any) and the documents contained in item 10.2.2.1.

10.2.7.1 In addition, the process must also be completed with the SIGA Registration Form and other documents attached by the candidate called at that time..

10.2.7.2 After completion of the process instruction within the scope of the Academic Unit, the respective process must be forwarded to the Dean of Graduate Division and Research (PROPP) to:

a) verification of renown, if requested by the candidate at the time of registration;

b) exceptional equivalence analysis, if requested by the candidate at the time of registration;

c) carrying out the framing.

10.3 RENOWN

10.3.1 Recognition of renown in the professional field shall be determined by the CAPV (Visiting Professor Evaluation Committee) appointed by the CSPP (Sectoral Council for Graduate Studies and Research) taking into account recognized technical or scientific competence. This determination shall be based on an analysis of the candidate's curriculum vitae and documentation, in accordance with Article 2, § 6, Item II of Law No. 8.745/93.

10.3.1.1 To qualify for recognition of renown in the professional field, the candidate must demonstrate fulfillment of at least one item from a minimum of three (3) of the criteria listed below; meeting at least one item under Criterion I (Qualified Intellectual Production) is mandatory. Fulfillment of the criteria shall be assessed based on the submitted documentation and the relevance of the activities to the field of expertise covered by the selection process.

I – Qualified intellectual production: evidence of qualified intellectual production, demonstrated by—among other elements relevant to the field—journal impact factors and indexing; authorship of books and/or book chapters published by nationally and/or internationally significant publishing houses; independent authorship demonstrating intellectual autonomy; receipt of significant awards and/or recognition; evidence of technological innovation; and international engagement of recognized significance.

II – Academic background and mobility: evidence of a distinguished academic background and/or academic mobility, demonstrated by, among other elements: obtaining a doctoral degree from programs of excellence rated 6 (six) or 7 (seven) by CAPES, or from internationally renowned institutions; undertaking doctoral studies, postdoctoral research, and/or research activities at an institution other than UFJF or the institution where the degrees were originally obtained; or conducting research abroad and/or a "sandwich" doctorate (split-site PhD) funded by recognized and relevant funding agencies;

III – Fundraising and project participation: evidence of qualified performance in securing research funding and/or participating in significant research projects and networks, demonstrated by, among other elements: obtaining meritbased grants and/or formal integration into national or international research networks;

IV – Teaching, supervision, evaluation, and extension experience: evidence of academic experience and knowledge transfer, demonstrated by, among other elements: teaching in stricto sensu graduate programs; formal or informal supervision of students in undergraduate research (scientific initiation), capstone projects, master's theses, and/or doctoral dissertations; serving as a reviewer for scientific journals and/or works of recognized impact; participation in university extension projects; and/or knowledge transfer activities benefiting the community that demonstrate proven relevance and impact.

10.3.2 The Visiting Professor Evaluation Committee may request supplementary documents or proof to be submitted by the candidate within 10 (ten) days; failure to do so may result in the rejection of the nomination and, consequently, the denial of the hiring.

10.4 EXCEPTIONAL EQUIVALENCE FOR THE EXCLUSIVE PURPOSES OF HIRING AS A FOREIGN VISITING TEACHER AT UFJF

10.4.1 The diplomas and documents proving education to be presented must be from courses recognized by the MEC, in accordance with current legislation, and, when issued by foreign educational institutions, must be recognized in accordance with § 2 of art. 48, of Law No. 9,394, of December 20, 1996.

10.4.2 To the foreign candidate approved in the selection who does not have a diploma from a foreign institution recognized or revalidated by a Brazilian university, according to art. 48 of Law No. 9,394/1996, exceptional equivalence may be granted exclusively for the purposes of this selection notice for hiring as a foreign visiting professor at UFJF.

10.4.2.1 The exceptional and exclusive equivalence of a diploma from a foreign candidate's institution for the selection process contained in this notice will be analyzed by the Visiting Professor Evaluation Committee, designated by the Graduate Division and Research Sector Council (CSPP)..

10.4.2.2 Exceptional equivalence will be analyzed by the Visiting Professor Evaluation Committee in all cases in which recognition or revalidation of a diploma from a foreign institution is not identified.

10.4.2.3 Exceptional equivalence of a diploma obtained from a Brazilian institution that is not regularly registered by the competent Brazilian bodies or in accordance with current legislation will not be analyzed.

10.4.2.4 If the diploma is not duly recognized or revalidated in Brazil and exceptional equivalence is rejected, the candidate will be notified by email of the decision of the Visiting Professor Evaluation Committee by the Dean of Postgraduate Studies and Research (PROPP).

10.5 REMUNERATION AND FRAMEWORK

10.5.1 The Visiting Professor's remuneration will be established in accordance with the framework created by the Committee designated by the Graduate Division and Research Sector Council in the remuneration ranges contained in the career plan and positions of the Federal Teaching, and may occur in the following classes and levels:

a) Class B - Assistant Professor (Professor Adjunto) - Level 1.

b) Class C - Associate Professor (Professor Associado) - Level 1.

c) Class D - Full Professor (Professor Titular)

10.5.2 The Committee designated by the Postgraduate and Research Sector Council will classify the candidate considering the following parameters:

Class	Parameters	Remuneration value for the 40h (forty hours) weekly regime Exclusive Dedication
Remuneration corresponding to Adjunct Professor, Class "B", Level 1	• Hold the title of Doctor for at least 5 (five) years, counting from the date of classification and do not meet the criteria for inclusion in the higher classes. • In the case of Renown, having scientific, technological, academic production and/or internationalization activities in a period of less than 10 (ten) years, counted from the date of classification and do not meet the criteria for inclusion in the higher classes.	R$ 14.019,72
Remuneration corresponding to Associate Professor, Class "C", Level 1	• Hold the title of Doctor for at least 10 (ten) years from the date of classification and do not meet the criteria for inclusion in the higher classes. • In the case of Renown, have scientific, technological, academic production and internationalization activities over a period of more than 10 (ten) years, counting from the date of classification and do not meet the criteria for inclusion in the higher classes.	R$ 19.758,54
Remuneration corresponding to that of Full Professor, Class "D", Level 1	• Hold a Doctorate degree for at least 15 (fifteen) years; • In the case of Renown, have scientific, technological, academic production and internationalization activities over a period of more than 15 (fifteen) years, counting from the date of classification.	R$ 24.802,55

Class	Parameters	Remuneration value for the 20h (twenty hours) weekly regime
Remuneration corresponding to Adjunct Professor, Class "B", Level 1	• Hold the title of Doctor for at least 5 (five) years, counting from the date of classification and do not meet the criteria for inclusion in the higher classes. • In the case of Renown, having scientific, technological, academic production and/or internationalization activities in a period of less than 10 (ten) years, counted from the date of classification and do not meet the criteria for inclusion in the higher classes.	R$ 5.135,13
Remuneration	• Hold the title of Doctor for at least 10 (ten) years from the date of classification and do not meet the criteria for inclusion in the higher classes.	

corresponding to Associate Professor, Class "C", Level 1	• In the case of Renown, have scientific, technological, academic production and internationalization activities over a period of more than 10 (ten) years, counting from the date of classification and do not meet the criteria for inclusion in the higher classes.	R$ 7.237,16
Remuneration corresponding to that of Full Professor, Class "D", Level 1	• Hold a Doctorate degree for at least 15 (fifteen) years; • In the case of Renown, have scientific, technological, academic production and internationalization activities over a period of more than 15 (fifteen) years, counting from the date of classification.	R$ 9.084,68

10.5.3 When carrying out the framework, the Committee may request advice from a professor representing the respective PPG or a collegiate body designated by the Graduate Division and Research Sector Council (CSPP).

10.5.4 The qualification will be communicated to the candidate by email.

10.6 APPEAL AGAINST DENIAL OF RENOWN, EQUIVALENCE AND FRAMEWORK

10.6.1 After verification of renown, exceptional equivalence and qualification, the candidate will be notified, via email, by the Dean of Graduate Division Studies and Research (PROPP).

10.6.2 In view of the decision to reject the renown or exceptional equivalence or, even, to carry out the classification, an appeal may be made to the Graduate Division and Research Sector Council within 2 (two) working days..

10.6.3 The appeal and documents that the candidate deems pertinent must be sent to the email visitors.propp@ufjf.br within the deadline established in the previous item.

10.6.4 If there is no appeal, the denial of renown and/or exceptional equivalence and/or classification will be maintained.

10.6.5 The candidate will be notified by the Dean of Graduate Division Studies and Research (PROPP) about the decision on the appeal by email, as a result of which a new appeal will not be possible.

10.6.5.1 1 If the rejection of the reputation continues, the hiring of the candidate will be rejected by act of the Dean of Graduate Division Studies and Research, which may authorize the call for the next ranked candidate, if any.

10.6.5.2 If the rejection of exceptional equivalence continues, the hiring of the candidate will be rejected by act of the Dean of Graduate Division Studies and Research, which may authorize the call for the next ranked candidate, if any.

10.6.5.3 If the qualification is maintained, the candidate will be notified and must express within a period of up to 02 (two) business days whether or not they remain interested in the contract.

10.6.5.3.1 If you are not interested in hiring, the Dean of Graduate Division Studies and Research may authorize the call for the next ranked candidate, if any. 10.7 After duly instructing the process, the Dean of Graduate Division Studies and Research will forward the hiring process to the Dean of People Management. 10.8 During the selection and hiring process, the bodies involved may request support from the International Relations Department.

11 HIRING

11.1 Once the documentation is received, the Dean of Human Resources (PROGEPE) will initially check whether the documents presented are in accordance with what is required in the notice.

11.1.1 If the diploma does not comply with the requirements in the notice, the candidate will be notified by the Dean of People Management, via email, as to whether the requirement is not met.

11.1.2 Upon such communication, the candidate will have a period of 5 (five) days to present the documents in accordance with the requirements of the notice.

11.1.3 If the documentation is not presented in accordance with the terms established in the notice, the candidate will have his or her hiring rejected by the Dean of People Management (PROGEPE).

11.1.4 In the event of denial of employment, the Dean of People Management (PROGEPE) will communicate this fact to the Dean of Postgraduate Studies and Research (PROPP).

11.1.4.1 If there is a rejection, a subsequent approved candidate may be called, if any.

11.2 The hiring of approved candidates is linked to budgetary and financial availability, as well as the limits established by the Ministries of Education and Planning in the equivalent teacher pools and by the Annual Budget Law.

11.3 The remaining successful candidates will only be entitled to observe the order of their classification, in accordance with the ordinance approving the respective selection.

11.4 Vacancies that arise later, within the validity period of the respective selection, will be filled according to the order of classification of approved candidates.

11.5 Candidates will be invited to sign the contract exclusively via email, during the validity period of the respective selection, using the email address indicated by the candidate when registering.

11.6 Qualified candidates must keep their telephone contacts, home and electronic addresses (e-mail) updated during the validity period of their selection and must forward any requests for changes to the e-mail visitantes.propp@ufjf.br

11.7 It is prohibited to hire, under the terms of Law No. 8,745/1993, employees of the direct or indirect Administration of the Union, the States, the Federal District and the Municipalities, as well as employees or servants

of its subsidiaries and controlled companies.

11.6.1. Active or retired UFJF professors will not be admitted.

11.6.2 The candidate's contract will only be carried out if the requirements set out in current legislation are met, such as those in Article 5 of Law No. 8,112/1990 and other applicable standards.

11.6.3 Among others established by law, especially in Article 5 of Law No. 8,112/1990, the following are minimum conditions for hiring:

a) Be a native or naturalized Brazilian or of Portuguese nationality, supported by the Statute of Equality between Brazilians and Portuguese, with recognition of the enjoyment of political rights, under the terms of Art. 12, § 1, of the Federal Constitution of 1988 and in the form of provided for in Article 13 of Decree No. 70,436/1972.

b) In the case of foreigners, they must have a regular status and documents that enable them to apply for a visa that allows them to work in the national territory. c) Be at least 18 years old.

d) Be in full enjoyment of their civil and political rights.

e) Be in compliance with military and electoral obligations, if Brazilian.

f) Comply with the requirements present in the legal system and in this notice.

g) Holding a doctorate degree for at least 5 (five) years, taking as a reference the date of qualification carried out by the Dean of Postgraduate Studies (PROPP). h) Have recognized or revalidated diplomas, except in the case of exceptional equivalence provided for in this notice.

11.6.4 The candidate must cumulatively meet, for hiring, in addition to the minimum conditions referred to in item 11.6.3, the following requirements: a) Prove completion of the education/degree required in the respective selection in accordance with Annex 01 of this notice. b) Present other documents that may be required, including registration with a Council or professional entity when required in a notice.

c) Be considered suitable for all pre-employment medical examinations, presenting all requested clinical and laboratory examinations, which will be at the candidate's expense.

d) Not have suffered, in the exercise of public service, a penalty incompatible with employment in the federal public service. e) Present an updated declaration of assets and income.

f) Have physical and mental aptitude to carry out the duties to be proven by the UFJF SIASS Unit.

g) Have been qualified in additional stages in the case of candidates who competed and were called on the reserve list for vacancies destined for black people. h) Be considered qualified in complementary procedures in the case of candidates who compete as Persons with Disabilities (PwD).

11.6.4.1 Analysis of documents from undergraduate and postgraduate courses will be carried out at the time of hiring based on the degree required for each selection under the terms of Annex 01 and official information from the Ministry of Education.

11.8 Candidates who do not meet the legal requirements or do not comply with the provisions set out in this notice will have their hiring process rejected and the candidate will not be able to be called again, thus allowing the UFJF to call the next candidate approved in the respective selection. , observing the order of classification and provisions on vacancy reservation.

11.9 The invited candidate must appear at the Official Medical Examination with an official identification document with photo, on the stipulated date, presenting the requested examinations and medical reports.

11.10 An Official Medical Examination will be carried out by the UFJF team of health professionals who will issue an admission expert report.

11.10.1 For candidates competing for vacancies reserved for people with disabilities, additional exams will also be carried out to verify whether the disability fits the legal terms, as well as the compatibility of the disability with the duties to be performed at UFJF.

11.11 Documents proving the required conditions must be delivered in photocopies accompanied by the originals, and may also be required in digital form.

11.12 The approved candidate who is retired from another IFE may only be hired if retirement results from the lawful accumulation of positions in accordance with article 37, item XVI, of the 1988 Federal Constitution.

11.13 Candidates who have already signed an administrative contract based on Law No. 8,745/1993 may be hired again, as long as 24 (twenty-four) months have elapsed since the end of the previous contract in any area of the national territory.

11.14 The necessary acts for hiring will, as a rule, be in person and the invited candidate must comply, in a timely manner, with all the requirements and guidelines of the competent institutional bodies, under penalty of non-employment without any right to compensation.

11.15 The hired person must present himself ou herself in person and immediately at the UFJF, Academic Unit or Postgraduate Program Coordination to which he is linked if the contractor summons him, at any time, during the term of the contract or its extensions.

12 VALIDITY OF SELECTION AND APPLICATION

12.1 The validity period of the selection will be 1 (one) year, counting from the date of publication of the respective Approval Ordinance of the Dean of Graduate Division and Research (PROPP) in the Official Gazette of the Union (DOU).

12.2 After filling the immediate vacancy(s), if there is compatibility of the specific area of activity, UFJF may release the surplus approved candidate(s) to be hired in another Graduate Division Program or Academic Unit at UFJF, as

well as in other IFES in the state of Minas Gerais.

13. FINAL PROVISIONS

13.1 For the purposes of this notice and Annex 01, Brasília time is considered as a reference.

13.2 Occurrences not foreseen in this notice, omitted cases and doubtful cases will be resolved, on a non-appealable basis, by the Dean of Human Resources (PROGEPE) in conjunction with the Dean of Graduate Division Studies and Research (PROPP).

13.3 Expenses arising from participation in all phases and all procedures of the Simplified Selection Process will be borne by the candidate, who will not be entitled to accommodation, food, transportation, compensation and/or reimbursement of expenses.

13.3.1 Any expenses related to visas or residence permits and other measures necessary for hiring a foreign candidate will be borne by the respective candidate.

13.4 UFJF will not be responsible for acts or facts resulting from:

a) information and data provided incomplete, incorrect or out of date by the candidate;

b) communication failures due to line congestion or other technical and/or operational factors that make data transfer impossible.

13.5 Providing a false statement/information will subject the candidate to the sanctions provided for by law, and the provisions of the sole paragraph of Article 10 of Decree No. 83,936/1979 will also apply.

13.5.1 Without prejudice to applicable criminal sanctions, the candidate who provides false information will be subject to: a) cancellation of registration and exclusion from the selection, if the falsehood is discovered before the result is approved. b) exclusion from the list of successful candidates, if the falsehood is discovered after the result has been approved and before hiring. c) declaration of nullity of the contracting act, if the falsity is discovered after it has been carried out.

13.6 After hiring, the contractor's performance will be periodically evaluated and monitored in accordance with guidelines from the Dean of Graduate Division Studies and Research.

13.6.1 In the case of unsatisfactory performance assessed under the terms guided by the Dean of Graduate Division Studies and Research, the contract may be terminated.

13.6.1.1 If the contract is terminated, at any time, due to unsatisfactory performance, violation of rules or regulations, as well as indiscipline, no compensation will be applicable to the contractor.

13.6 The current rules set out in Law No. 8,745/1993, Law No. 9,784/1999 and Decree No. 7,485/2011 apply to this notice.

13.7 UFJF may request, at any time, the presentation of original supporting documents by the candidate, including those relating to the selection phase.

Iluska Maria da Silva Coutinho

Head of Graduate Studies and Research

Isabela Rodrigues Veiga

Head of Human Resources

Annex 01 - Selection Information

Selection nº 05
Process nº **23071.940207/2026-28**
Academic Unit: **Institute of Exact Sciences**
Department: **Departament of Mathematics**
Postgraduate Program: **PROFMAT - Professional Master´s Degree in Mathematics within a National Network**
Email address of the respective Graduate Division Program Course to receive demands for this selection (including allegations of impediment and/or suspicion of a member of the Examining Board: **mestrado.profmat@ufjf.br**
Website for publishing information about this selection (including the composition of the Examining

Board): **https://www2.ufjf.br/profmat**

Number of immediate vacancies offered in this selection: **01**

Work regime:

[ ] 20h (twenty hours) weeky regime;

OR

[X] 40h (forty hours) weekly regime (Exclusive Dedication)

Specific Area of Activity of this selection

The National Visiting Professor or Foreign Visiting Professor must work to improve the quality of the Graduate Division Program in the specific area of activity ***Mathematics*** and ***Mathematics Education*** and must include in his/her Professional Action Plan proposals that adhere to the respective specific area of activity that include:

- Clear and objective description of each activity to be developed in the stricto sensu Graduate Division Program course at UFJF.

- Justification of the alignment of each proposed activity with the specific area of activity.

- Description of the objectives, methods and expected impacts of each activity to increase scientific production of the stricto sensu Graduate Division Program at UFJF. - Contribution of each proposed activity to the internationalization of the stricto sensu Graduate Division Program.

- Articulation of each proposed activity with the classes and teaching actions to be developed at UFJF.

- The visiting professor is expected to contribute through the following activities: teaching courses within the scope of the PROFMAT program and supervising students' final projects; enhancing the guidance and training processes for the program's master's students; fostering the program's academic output; and assisting in the organization of events, as well as in establishing connections and partnerships with other researchers and institutions.

- It is desirable to already have experience with supervision within the PROFMAT program.

Education/degree required:

- Hold a DOCTOR TITLE in the required area ***Mathematics*** or ***Mathematics Education*** for at least 5 (five) years; OR Have recognized RENOWN under the terms set out in this notice.

- In the case of a foreign candidate, the EXCEPTIONAL EQUIVALENCE must be recognized, if applicable, for the exclusive purposes of hiring as a Visiting Professor Foreigner at UFJF, under the terms set out in this notice.

EXPECTED SCHEDULE FOR THE SELECTION

Event	Term	Local
Registrations	From 14h **11/17/2026** to 23:59h **12/08/2026**, Brasilia time.	Conducted electronically via specific link for the respective selection available at: https://www.ufjf.br/propp
Publication of the Preliminary List of Registered Candidates	**12/09/2026**	Conducted electronically via specific link for the respective selection available at: https://www.ufjf.br/propp
Appeal against the Preliminary List of Registered Candidates	**12/10/2026** and **12/11/2026**	Sent electronically to email: visitantes.propp@ufjf.br
Publication of the Final List of Registered Candidates	**12/14/2026**	Conducted electronically via specific link for the respective selection available at: https://www.ufjf.br/propp
Publication of the Initial Composition of the Examining Board	**12/15/2026**	Carried out electronically on the respective selection website available in this Annex 01.
Allegation of impediment and/or suspicion of member(s) of the initial Examining Board	**12/16/2026** and **12/17/2026**	Electronically sent to the e-mail address for receiving demands for this selection provided for in this Annex 01
Publication of the Final Composition of the Examining Board	**01/05/2027**	Carried out electronically on the respective selection website available in this Annex 01.
Installation of the Examining Board and carrying out the judging stages	**01/06/2027**	
Publication of the Result of the	**01/15/2027**	Carried out electronically on the respective selection website available in this Annex 01.

Judging Phase		
Appeal in view of the Result	**01/18/2027** and **01/19/2027**	Forwarded electronically to email: visitantes.propp@ufjf.br

Annex 02 - Appeal Form against the Preliminary List of Registered Candidates

Selection nr. (see Annex 01):
Notice number
Selection Academic Unit (see Anexx 01):
Department (see Annex 01):
Postgraduate program (see Annex 01):
Candidate's name:
Candidate's CPF (for Brazilians or foreigners who have a CPF)
Registration number:
Passport number (foreign candidates only):
Guidelines 1 – An appeal may be filed against the Preliminary List of registered candidates, and it is not possible, at this time, to register untimely or to supplement and/or replace documents and information provided at the time of registration. 2 – On the date established in Annex 01 for the respective selection, the applicant candidate must send this completed and signed form, as well as attach the confirmation e-mail generated at the time of registration, to the e-mail: visitantes.propp@ufjf.br.
I hereby present an APPEAL against the preliminary list of registered candidates, reporting the following facts and attaching evidence, if any: Place, Date. Name of the recurring candidate

Annex 03 - Form for Claiming Impediment or Suspicion of the initial composition of the Examining Board

Selection nr. (see Annex 01):
Notice number
Selection Academic Unit (see Annex 01):
Department (see Annex 01):
Postgraduate program (see Annex 01):
Candidate's name:
Candidate's CPF (for Brazilians or foreigners who have a CPF)
Registration number:
Passport number (foreign candidates only):
Guidelines 1. Under the terms of the notice, the following constitutes an impediment to acting as a full or alternate member of the Examining Board: a) be a spouse, partner or relative up to and including the third degree of a candidate qualified to compete. b) have acted, in relation to a candidate qualified to compete, as their advisor or co-supervisor in academic activities

to complete an Undergraduate or Postgraduate course in the 05 (five) years prior to the date of publication of the notice opening the selection process.

c) be, with a candidate qualified to compete, co-author of academic works published in the 05 (five) years prior to the date of publication of the notice opening the selection process.

d) be litigating judicially or administratively with a candidate qualified to compete or their spouse or partner.

e) have a direct or indirect interest in the approval or disapproval of a candidate qualified to compete or incur any other potential conflict of interest situation.

2. Under the terms of the notice, it constitutes suspicion to act as a full or alternate member of the Examining Board to have an intimate friendship or notorious enmity with a candidate qualified to compete or with their respective spouse, partner, relatives, and the like up to the third degree.

3. The candidate must fill out this form with all the requested information and the necessary reasons. If necessary, the candidate may attach other documents to this form that support the argument.

4. The candidate must send this completed and signed form to the electronic address (e-mail) to receive demands for this selection provided for in Annex 01, in accordance with the respective selection in which they registered and whose composition of the Examining Board intends to argue for impediment, observing the deadline set out in the notice.

I would like to present a petition for the impeachment of a Member of the Examining Board.

The member(s) of the Panel against whom impediment(s) and/or suspicion(s) are being alleged are:

The arguments with which I support my petition are:

Place, Date.

Name of the candidate

Documento assinado eletronicamente por **Iluska Maria da Silva Coutinho**, **Pró-Reitor(a)**, em 28/10/2026, às 14:28, conforme horário oficial de Brasília, com fundamento no § 3º do art. 4º do Decreto nº 10.543, de 13 de novembro de 2020.

Documento assinado eletronicamente por **Isabela Rodrigues Veiga**, **Pró-Reitor(a)**, em 28/10/2026, às 14:43, conforme horário oficial de Brasília, com fundamento no § 3º do art. 4º do Decreto nº 10.543, de 13 de novembro de 2020.

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