



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

**PUBLIC CALL Nº 37, OF OCTOBER 15, 2018
SIMPLIFIED ADMISSION PROCESS**

The Rectory of Human Resources at 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, selections nº 42 to 51 of 2018 - Juiz de Fora *Campus*.

- Act nº 8.745, of 09/12/1993;
- Decree No. 7,485, of May 18, 2011, amended by Decree No. 8,259, 05/29/2014;
- Act no. 12,772, of 12/28/2012;
- UFJF Ordinance No. 978, of 07/26/2017, in compliance with Resolution No. 42/2017;
- UFJF Ordinance No. 979, of 07/26/2017, in compliance with Resolution No. 42/2017;
- UFJF Ordinance No. 980, of 07/26/2017, in compliance with Resolution No. 42/2017;
- Resolution PEIA-PG-UFJF nº 33, of 09/19/2017, with new writing given by the Resolution PEIA-PG-UFJF nº 21, of 07/25/2017;
- Normative Resolution CNI / MTE nº 24, of 02/20/2018.

1 APPLICATIONS

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

1.2 Selections 42 to 51 - are destined for hiring at UFJF – Juiz de Fora *Campus*, in the city of Juiz de Fora – MG.

1.3 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 and cooperating on the development of national and international fundraising, as well as elaborating articles to be submitted to high impact journals. The candidate must be able to expand the internationalization activities and to facilitate the scientific and technical exchange and the participation in research networks, primarily, international.

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

1.5 APPLICATION DATES AND DEADLINES: The application period will be from **2pm on 10/29/2018 until 6pm on 11/14/2018**.

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

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

I - Have held the Title of Doctor for at least 5 (five) years;

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

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

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

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

1.8 The foreign candidate who wishes to register under the terms of sub-item 1.6. (a) and does not hold a Doctoral Degree recognized and registered by a Brazilian university – in terms of Act No. 9,394 / 96, article 48 - should request, upon enrollment, an equivalence evaluation, that will be analysed by the Visiting Professor Evaluation Committee, assigned by the Graduate Studies and Research Board (CSPP).

1.9 Retired UFJF professors will not be admitted in the selection process.

1.10 APPLICATION PROCEDURES

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

1.10.2 No application fees will be charged.

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

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

1.11 - SEATS RESERVED FOR PERSONS WITH DISABILITIES

1.11.1 Persons with disabilities who intend to use the prerogatives granted to them by art. 37, VIII, of the Federal Constitution of 1988 and by article 1 of Decree No. 9,508 / 2018, are granted the right to register in this selection process, on equal ground with other candidates regarding the evaluation process, criteria for approval, and the minimum score required for all other candidates, provided that their disability is compatible with the duties of the position.

1.11.2 Persons with disabilities are those who fall into the categories listed in article 2 of Act 13,146 / 2015, in art. 4 of Decree nº 3.298 / 1999, as well as in Summary 377 of STJ.

1.11.3 Within the seats set forth in this public call and those created during the period of validity of the competition, at least 5% (five percent) will be offered as provided in Article 1, paragraph 1 of Decree 9.508 / 2018.

1.11.3.1 The Rectory of Human Resources will publish a Complementary Public Call, before the beginning of the registration period, in which the percentage to be reserved will be specified, under the terms of item 1.11.3, as well as in which selections there will be immediate reservation of seats for persons with disabilities.

1.11.3.1.1 The selections in which there will be the immediate reservation of seats referred to in item 1.11.3.1 will be made by lot.

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

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

1.11.4.1 Candidates who, at the time of the registration, do not declare themselves as a Person with a Disability and /or do not submit the documentation requested in item 1.11.4, will lose the right of being considered a candidate with a disability.

1.11.5 If there is more than one candidate with a disability approved for the seat reserved for disabled persons, in compliance with the Complementary Public Call, referred to in item 1.11.3.1, the filling of the seat will observe the order of classification of the respective selection.

1.11.6 In accordance to the other provisions, it is established that the seats with immediate reservation referred to in item 1.11.3.1 will be destined for the candidates who declare themselves as a disabled person, when approved in their respective selection, even if their final score is inferior to the scores of the other candidates.

1.11.7 In accordance to the other provisions, it is established that the call for the remaining seats, following the selections of the respective Graduate Programs, which may arise during its validity, will also observe the minimum percentage established in the Complementary Public Call. If there is a candidate with a disability approved in the respective selection, the seat should be destined to this candidate, even if his/her score is inferior to the score of the other candidates.

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

1.11.8.1 Candidates called for evaluation by the multi-professional team referred to in item 1.11.8 shall provide an identification document with a picture and proof of the condition of disability through the presentation of an original Medical Report, in Portuguese, issued until 03 (three) months prior to the call, which must contain, legibly:

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

1.11.9 The evaluation to be carried out by the SIASS / PROGEPE Unit of the UFJF, referred to in item 1.11.8.1, will check if the disability in question fits within the provisions of art. 4, Federal Decree No. 2998/1999, Art.2 of Act 13,146 / 2015 or in Summary 377 of the STJ, as well as whether or not the disability is compatible with the duties of the temporary position to be occupied.

1.11.9.1 The evaluation procedure dealt with in item 1.11.9 shall also observe the following provisions:

- a) The date and time for candidates with the disability to be present for the examination shall be included in the notice of the call; if the candidates are not present for examination within the stipulated deadline, they will be excluded from the reservation of seats for persons with disabilities;
- b) The evaluation referred to in this item will be terminating;
- c) There will be no second call for this evaluation, in any case;
- d) If the incompatibility between the disability and the attributions of the postulated position is verified, the candidate will be eliminated from the competition;
- e) Candidates whose disabilities are not verified in the form of art. 2 of Act 13,146 / 2015, of art. 4 and its subsections, of Federal Decree No. 2998/1999 and Summary 377 of the STJ will be excluded from the reserve of seats for people with disabilities.

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

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

2.1 The applicant whose renown recognition in the professional area is refused 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 on 11/19/2018, on the website <http://www.ufjf.br/concurso/selecao-professor-visitante/>:

2.4 APPEALING PROCEDURES AGAINST REFUSAL ACTS

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

2.4.2 The appeal must be sent by the person concerned by electronic mail directed to cspp@ufjf.edu.br , and must contain, in the mail itself or in an attached file, the text of the appeal, for which the candidate is responsible for its readability and for the reception of the document.

2.4.3 The appeals shall be sent on 11/20/2018.

2.4.4 The final decision of acceptance / rejection of renown recognition in the professional area and assessment of equivalence of foreign candidates' Doctoral Degrees will be announced on 11/23/2018, on the website <http://www.ufjf.br/concurso/selecao-professor-visitante/>:

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

4. NATIONAL VISITING PROFESSORS CONTRACTS

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

4.2 The work contract of the National Visiting Teacher may be 20 (twenty) hours per week, or 40 (forty) hours per week with Exclusive Service (Dedicação Exclusiva - DE.)

5. FOREIGN VISITING PROFESSORS CONTRACTS

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

5.2 The hiring of Foreign Visiting Professors will be conditioned by the candidate's obtainment of the residence permit in the national territory, given by the Ministry of Labor and Employment, through a proper procedure to be executed after its convocation.

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

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

6. PAYMENT

6.1 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).

6.2 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).

Payment Corresponding to Adjunct Professor Title, class "C", level 1	
Workload	Total in R\$
20 hours	4.116,52

Exclusive Service	11.561,91
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Payment Corresponding to Associated Professor Title, class "D", level 1	
Workload	Total in R\$
20 hours	5.585,34
Exclusive Service	16.199,24

Payment Corresponding to Full Professor Title, class "E", level 1	
Workload	Total in R\$
20 hours	6.874,88
Exclusive Service	19.985,24

7. EVALUATION PROCESS

7.1 The Visiting Professor selection will be done by a short admission process, consisting of Title Assessment and Work Plan Evaluation.

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

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

7.4 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.

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

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

- I - quality and relevance of the work plan: from 0 (zero) to 4 (four) points;
- II - viability of the work plan and its compatibility with the proposed program: from 0 (zero) to 3 (three) points; and
- III - ability to establish links, networks and research partnerships with international institutions: from 0 (zero) to 3 (three) points.

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

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

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

7.10 In the event of a tie in the classification of successful candidates, the tiebreaker will be done according to the following criteria, with the order of 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 Title Assessment;
- III - higher score in subsection III of item 5.6;
- IV - higher score in subsection I of item 5.6.

7.11 The results of the selections will be published on 12/07/2018, on the website <http://www.ufjf.br/concurso/selecao-professor-visitante/>

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

8.1 Control of the acts and procedures: The Rectory of Human Resources (PROGEPE) is responsible for the control of formal regularity of acts and procedures involved in this selection, culminating in approval and/or cancellation (partial or total) of acts or procedures that could possibly involve effective and specific damage to individual rights of 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.

8.2 Procedure for appeals: Any candidate may submit, until 6:00 pm of 12/11/2018, appeals against any act that implies in actual and concrete damage to their individual rights - submitted straight to PROGEPE. The appeal must be sent by the person concerned by electronic mail directed to cspp@ufjf.edu.br, and must contain, in the mail itself or in an attached file, the text of the appeal, for which the candidate is responsible for its readability and for the reception of the document

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

8.3 Correction and control of procedures: In case of fraud or counterfeit in any 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).

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

9. GENERAL PROVISIONS

9.1 The hiring of the approved candidates is bound to the limit of seats disclosed in this Public Call.

9.2 Applicants who have already been hired under Act No. 8,745 / 93, including as Substitute or Visiting Professor, may not be hired again until 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.

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

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

9.5 Particular cases will be decided by the Rectory of Human Resources.

9.6 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.

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

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

PUBLIC CALL Nº 37, OF OCTOBER 15TH 2018

**APPENDIX I
SELECTIONS Nº 42 TO 51**

SCHOOL OF ADMINISTRATION AND ACCOUNTING SCIENCES

Selection 42: DEPARTMENT OF ADMINISTRATIVE SCIENCES
Graduate Program: ADMINISTRATION - Process nº 23071.017980/2018-89
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

LAW SCHOOL

Selection 43: DEPARTMENT OF PUBLIC MATERIAL LAW
Graduate Program: LAW - Process nº 23071.017978/2018-18
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF ENGINEERING

Selection 44: DEPARTMENT OF APPLIED AND COMPUTATIONAL MECHANICS
Graduate Program: CIVIL ENGINEERING - Process nº 23071.018207/2018-30
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF MODERN LANGUAGES AND WORLD LITERATURES

Selection 45: DEPARTMENT OF MODERN LANGUAGES
Graduate Program: LINGUISTICS - Process nº 23071.018028/2018-01
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

SCHOOL OF SOCIAL SERVICE

Selection 46: DEPARTMENT OF FUNDAMENTS OF SOCIAL SERVICE
Graduate Program: SOCIAL SERVICES – Process nº 23071.018005/2018-98
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

INSTITUTE OF ARTS AND DESIGN

Selection 47: DEPARTMENT OF ARTS AND DESIGN
Graduate Program: ARTS, CULTURE AND LANGUAGES - Process nº 23071.017575/2018-61 Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

INSTITUTE OF BIOLOGICAL SCIENCES

Selection 48: DEPARTMENT OF ANATOMY
Graduate Program: PROFESSIONAL MASTERS BIOLOGY TEACHING - PROFBIO
- Process nº 23071.018067/2018-08
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

INSTITUTE OF EXACT SCIENCES

Selection 49: DEPARTMENT OF COMPUTER SCIENCE
Graduate Program: COMPUTATIONAL MODELING - Process nº 23071.018206/2018-95
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 50: DEPARTMENT OF PHYSICS
Graduate Program: NATIONAL PROFESSIONAL MASTERS IN PHYSICS TEACHING
Process nº 23071.018153/2018-11
Nº of seat(s): 01 (one) Workload: 40 hours per week with Exclusive Service

Selection 51: DEPARTMENT OF MATHEMATICS

Graduate Program: ACADEMIC MASTERS IN MATHEMATICS

Process nº 23071.018015/2018-23

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