



UNIVERSIDADE FEDERAL DE MINAS GERAIS
OFFICE OF THE PRO-RECTOR OF HUMAN RESOURCES
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
ADMINISTRATIVE SUPPORT DIVISION

PUBLIC CALL NUMBER 2348, OCTOBER 25th, 2024

SIMPLIFIED SELECTION PROCESS FOR HIRING VISITING PROFESSORS

The Rector of the Federal University of Minas Gerais, exercising her legal and statutory powers, establishes the conditions to be met in the selection process for hiring a Visiting Professor for Higher Education. This position will involve activities within the Graduate Programs based at UFMG, under the terms of Law No. 8.745/1993, Law No. 12.772/2012 (December 28, 2012), Decree No. 7.485 (May 18, 2011), SRH/MP Normative Guidance No. 5 (October 28, 2009), and subsequent amendments, as well as the provisions outlined in this Public Call.

1. PRELIMINARY PROVISIONS

1.1. The UFMG Visiting Professor Program 2024 serves as a tool for implementing the academic development policy. It aims to contribute to the consolidation and internationalization of the Graduate Programs based at UFMG.

1.2. The simplified public selection process for the UFMG Visiting Professor Program 2024 seeks to fill temporary vacancies for Visiting Professors. This initiative aims to facilitate the development of in-person activities at UFMG by professors and researchers affiliated with foreign Higher Education Institutions (HEIs) under a permanent contract. Candidates must demonstrate notable technical and scientific expertise, recognized leadership in their field of research, and the capacity to contribute to the consolidation and internationalization of Graduate Programs.

1.3. The selection process for Visiting Professors will consist of three stages:

1.3.1. 1st stage: Candidate registration for the position of Visiting Professor at the Graduate Program Board based at UFMG, hereinafter referred to as the Proponent.

1.3.2. 2nd stage: Document analysis and submission of proposals by the Proposing Graduate Programs to the Offices of the Pro-Rector of Graduate Studies (PRPG). This includes statements from the respective Board(s) regarding the alignment of the Visiting Professor candidate(s) with the Program(s). Only one application may be submitted per Program.

1.3.3. 3rd stage: Evaluation and selection of Visiting Professor candidates by an Evaluation Committee, based on the proposals submitted by the Programs.

2. VACANCIES

2.1. Up to 30 Visiting Professor positions will be available, allocated to candidates associated with qualified proposals and ranked according to the terms of this Public Call.

2.2. The positions will be distributed as follows:

2.2.1. Group 1 - Academic Graduate Programs with Grades 7, 6, and 5: 19 positions;

2.2.2. Group 2 - Academic Graduate Programs with Grades 4 and 3: 7 positions;

2.2.3. Group 3 - Professional Graduate Programs with Grades 5, 4, and 3: 4 positions.

2.3. Unfilled positions in one group will be reallocated to other groups. Redistribution will prioritize candidates with the highest scores who have not yet been selected.

3. GENERAL REQUIREMENTS FOR HIRING VISITING PROFESSORS BY UFMG

3.1. The following cumulative requirements must be met by candidates applying for the 2024 Visiting Professor Program at UFMG:

3.1.1. Be a professor or researcher who is either a member of the permanent staff (tenured faculty) or holds a current probationary contract (tenure-track appointment) at a foreign institution;

3.1.2. Hold a doctorate degree for at least 10 (ten) years;

3.1.3. Demonstrate recognized expertise in their field of specialization;

3.1.4. Have a relevant and consistent record of scientific production, particularly over the past five years;

3.1.5. Possess an innovative profile and academic-scientific experience aligned with the requirements for promotion to the rank of Full Professor, as established by the UFMG University Council's current resolution;

3.1.6. Not hold an active position in the direct or indirect administration of the Union, States, Federal District, or Municipalities, nor be employed by their subsidiaries or controlled companies, or have any formal employment in Brazil;

3.1.7. Have completed any prior contract with UFMG at least 24 months before applying;

3.1.8. Not have been a member of UFMG's permanent staff, as defined by its General Regulations;

3.1.9. Refrain from engaging in the management or administration of private companies or commercial activities, except as a shareholder, quota holder, or limited partner;

3.1.10. Be officially licensed for the entire duration of the employment contract.

4. APPLICATION BY CANDIDATES

4.1. Candidates must submit their proposal electronically by providing the following documents to the Graduate Program Board:

4.1.1. A fully completed submission form (Annex I).

4.1.2. A work plan of up to 10 pages, detailing the in-person academic, scientific, and extension activities to be conducted within the scope of the Graduate Program(s) during the employment period, along with a schedule for the planned activities.

4.1.2.1. The work plan must be submitted in PDF format and signed by the candidate.

4.1.2.2. The work plan must include, at a minimum, research activities, in-person courses, and seminars open to the academic community during the employment period.

4.1.3. A curriculum vitae in PDF format, accompanied by its corresponding digital supporting documentation.

4.1.3.1. For Brazilian candidates, the curriculum vitae must be registered and exported from the Lattes Platform (<http://lattes.cnpq.br>), in its complete version, covering the entire period of professional activity and academic production.

4.1.4. A PhD diploma.

4.1.4.1. If the candidate's PhD was obtained from a foreign institution, recognition of the diploma by a Brazilian institution will be required at the time of hiring, in accordance with §3 of Article 48 of Law No. 9,394 (December 20, 1996).

4.1.4.2. For the purpose of calculating qualification time, the period between the date of issuance of the diploma and the date of application submission to the Graduate Program will be considered.

4.1.5. For Brazilian candidates:

4.1.5.1. CPF (Taxpayer Identification Number).

4.1.5.2. Proof of compliance with electoral obligations.

4.1.5.3. Proof of compliance with military service obligations, if applicable.

4.1.6. For foreign candidates:

4.1.6.1. A valid passport or another identity document recognized in Brazil.

4.1.7. A declaration that all information provided is accurate (Annex II).

4.1.8. A declaration of acceptance of the conditions outlined in the selection process, acknowledging that lack of awareness of these conditions cannot be claimed (Annex III).

4.2. The Foreign Visiting Professor is responsible for obtaining a visa to enter Brazil in a category that corresponds to the activities they will perform. The visa must remain valid throughout the period of stay in Brazil, including provisions for contract extension, in accordance with current legislation.

5. REQUIREMENTS FOR SUBMISSION OF PROPOSALS

5.1. Proposals must be submitted by the coordination of the Graduate Program Board based at UFMG, strictly adhering to the schedule outlined in Item 9 of this Public Call. Submissions must be in PDF format and uploaded via the following website: <https://aplicativos.ufmg.br/prpg/fomento/>.

5.2. A proposal may be supported by one or more Graduate Programs based at UFMG; however, only one Program will be designated as the Proponent.

5.3. The proposal submitted by the Graduate Program Board must include:

5.3.1. The identification of the candidate, with all documents listed in Item 4 of this Public Call attached;

5.3.2. A justification for the proposal, including the duration, objectives, and expected outcomes for the Graduate Program resulting from the hiring of the Visiting Professor;

5.3.3. Statements from the relevant Board(s), confirming the alignment of the candidate's proposal with the Graduate Program(s) at UFMG. These statements must also validate that the candidate's scientific production and advising experience meet the criteria for accreditation as a Permanent Professor in the Program(s);

5.3.4. A letter of consent from the department or equivalent structure to which the Visiting Professor candidate will be assigned, confirming the availability of resources and interest in hosting the candidate.

5.4. Proposals submitted after the application deadline or with incomplete documentation will be disqualified.

5.5. Confirmation of receipt of the proposal will be sent by email to the Proposing Graduate Program, which must ensure the accuracy of the provided email address.

6. EVALUATION OF PROPOSALS

6.1. Proposals will be evaluated by a Committee, appointed by the Rector. The Evaluation Committee will be composed of representatives from the Graduate and Research Chambers,

ensuring participation from members across different academic areas. All members must declare the absence of conflicts of interest.

6.2. The following evaluation criteria and weight distribution will be applied:

Criteria	Weight
Candidate's curriculum vitae (CV), considering scientific, technical, and technological production, professional experience, extension activities, and supervision experience.	40%
Work plan, assessed for its merit, relevance, and planned activities.	30%
Proposal submitted by the Proposing Program, evaluated for its innovative approach, potential impact on the consolidation and internationalization of the Graduate Program, and feasibility of the proposed work schedule, considering the planned duration and available infrastructure.	30%

6.3. Proposals involving partnerships with international researchers affiliated with institutions ranked equal to or higher than UFMG in the Times Higher Education, QS World University Rankings, or Academic Ranking of World Universities will be given additional consideration. Such partnerships must involve joint degrees, collaborations, or formal agreements with foreign institutions.

6.4. In case of a tie in scores, preference will be given in the following order:

- a) Female candidates;
- b) Black candidates;
- c) Candidates with seniority, demonstrated through accumulated experience in academic activities.

7. RESULTS

7.1. The preliminary results will be published by the Evaluation Committee on the following website: <https://www.ufmg.br/prpg/>. The results will be organized into three lists, corresponding to the Groups outlined in Item 2.2 of this Public Call, and presented in descending order of grades.

7.2. Following the publication of the preliminary results, the Evaluation Committee will prepare a Final Report.

7.3. The Final Report must be approved and ratified during a joint meeting of the Pro-Rectors of Graduate Studies and Research.

7.4. The final results will be officially published in the Brazilian Federal Register (*Diário Oficial da União*) and on the following website: <https://www.ufmg.br/prpg/>. The results will be presented in three lists, corresponding to the Groups described in Item 2.2 of this Public Call, in descending order of grades.

8. APPEALS AGAINST RESULTS

8.1. The Proposing Graduate Program Board may request reconsideration of the selection results from the Evaluation Committee, citing illegality as the basis, within ten calendar days of the result's announcement.

8.2. Appeals against the total or partial approval or cancellation of the final selection results may be filed with the Offices of the Pro-Rectors of Graduate Studies and Research. These appeals must be based on allegations of illegality and submitted within ten calendar days of the official publication on the following website: <https://www.ufmg.br/prpg/>.

9. SCHEDULE

Candidate Submission Period (1st Stage)	Within 60 days of the publication of the Public Call
Proposal Analysis and Submission Period by the Proposing Graduate Program Board (2nd Stage)	Within 45 days after the end of the Candidate Submission Period
Publication of the Proposal Evaluation Results by the Evaluation Committee (3rd Stage)	Within 30 days after the proposals are submitted by the Proposing Graduate Program Board.
Deadline for Requesting Reconsideration of the Preliminary Proposal Evaluation Results	Within 10 days of the publication of the preliminary results by the Evaluation Committee
Deadline for the Evaluation Committee to Respond to Reconsideration Requests	Within 5 days after the end of the reconsideration request period
Approval of the Final Results by the Pro-Rectors of Graduate Studies and Research	Up to 15 days after the end of the reconsideration period
Deadline for Requesting an Appeal of the Results	Within 10 days of the publication of the Final Results
Publication of the Final Results in the Official Journal of the Union (DOU)	Up to 2 days after the end of the appeal period
Start of Activities by the Selected Professor/Researcher	Within a maximum of 6 months after the official publication of the Final Results in the DOU

10. DURATION OF EMPLOYMENT CONTRACT

10.1. The duration of the employment contract will be aligned with the period required for the development of the individual work plan. The contract may not exceed the legal limits: 1 (one) year for Brazilian candidates and 2 (two) years for foreign candidates.

10.2. The extension of the employment contract is contingent on an evaluation of the Visiting Professor's performance and the approval of their supplementary work plan. However, the total duration of the contract may not exceed 2 (two) years for Brazilian candidates and 4 (four) years for foreign candidates.

10.2.1. To request an extension, the Graduate Program must submit the following documents:

- a) A minute document, approved and signed by the Proposing Graduate Program Board, outlining the evaluation of the request and the proposed period for contract renewal;
- b) A report of activities prepared by the Visiting Professor, detailing the results achieved during the contract period, with an emphasis on academic and scientific production. This report must be signed and initialed by the Visiting Professor;
- c) A work plan for the requested extension period, signed by the applicant, presenting the same elements required in Item 4.1.2 of this Public Call, with the necessary updates.

10.3. The extension of the employment contract is at the discretion of the Institution and will depend on:

- a) The availability of UFMG's budget;
- b) The availability of equivalent professors in the faculty pool;
- c) The availability of vacancies, considering the potential publication of a new Public Call;
- d) A statement by the Office of the Pro-Rector of Graduate Studies regarding institutional interest;
- e) A favorable opinion from the CPPD regarding the contract renewal.

11. REMUNERATION

11.1. The Visiting Professor will receive remuneration equivalent to the salary for the highest rank in the Federal Education Teaching Career, specifically for the position of Full Professor in a full-time, exclusive dedication regime. The salary will be in accordance with Annexes III and IV of Law No. 12.772/2012, as of October 14, 2024, in the amount of R\$22,377.72.

12. GENERAL PROVISIONS

12.1. The Visiting Professor shall not perform duties, functions, or responsibilities not specified in the contract. Additionally, they may not be appointed or designated, even temporarily or as a substitute, to any position within a committee.

12.2. The Visiting Professor will be entitled only to a monthly salary during the contract period. Consequently, UFMG will not cover any additional expenses or reimbursements.

12.3. The Visiting Professor is responsible for securing health insurance that covers medical, hospital, dental, or related expenses. This insurance must also provide coverage for mandatory funeral repatriation and the accompaniment of at least one family member in the event of a serious incident.

12.4. The validity of this Public Call is 24 (twenty-four) months, starting from the publication date of the result's homologation in the Brazilian Federal Register (*Diário Oficial da União*). The term may be extended for an equal period.

12.5. Deadlines stated in this Public Call are to be counted consecutively.

12.6. Deadline counting excludes the starting day and includes the final due date.

12.7. If the start or end date coincides with a day when the related agency's Secretariat is closed or operates outside of regular hours, the deadline will be extended to the first subsequent business day.

12.8. This Public Call is governed by its terms, the provisions of public law, and the internal regulations of UFMG.

12.9. This Public Call may be canceled or amended, in whole or in part, at any time, should justifiable reasons arise. Such amendments or cancellations shall not create any rights or obligations for interested parties.

12.10. This Public Call is also available in Portuguese. In case of any discrepancies between the English and Portuguese versions, the Portuguese version shall prevail.

12.11. Any omissions will be resolved by the Rector.