

**NOTICE PRGDP N° 039/2019**

The Rector, of the Federal University of Lavras (UFLA), performing his duties, makes public that this Notice will be open for the Simplified Selective Process, which intends to hire either a Foreign Visiting Professor (FVP) or a Brazilian Visiting one, living abroad, in the terms of Law n° 8.745/93, Law n° 12.425/11, Decree n° 6.593/2008, Ordinance MEC n° 243/2011, Decree n° 7.485/2011, modified by Decree n° 8.259/2014, on the Law 12.772/2012 of 28/12/2012, the modifications provided by Law 13.325/2016, on Resolution CUNI n° 059, of 18/10/2017 and the conditions of this Notice.

**1. PRELIMINARY DISPOSITIONS**

**1.1.** The work contract aims to fill 01 (one) vacancy designed to promote the implementation of *Strictu-Sensu*, Graduate Programs, according to the descriptions on the chart below:

Coordination/	Contact Information	Vacancy	Education level and Required degree	Acting Area	Areas considered for curriculum evaluation
Program of Graduate Studies in Forest Engineering	<a href="mailto:spg.dcf@ufla.br">spg.dcf@ufla.br</a>	01	Doctorate degree in the areas of Agriculture Sciences or Biology and associated areas.	Forest Management, Forest Biometry subarea.	Agriculture Sciences I of CAPES

**1.2.** The candidate must hold the Doctor's degree for a period of time equal to or longer than 10 (ten) years and possess relevant and consistent competence in one's area of expertise.

**1.3.** The proof of the aforementioned degree will be done with the presentation of the graduate diploma, in accordance with the chart of the sub-item 1.1.

**1.4.** The diploma for the hiring process will be submitted to the Evaluation Board from each area of knowledge that will verify whether the candidate's requirements comply with the criteria established in this Notice or not.

**1.4.1.** If the visiting professor either a foreigner or a Brazilian has a degree issued abroad, the faculty members of the Graduate Program chosen by the candidate will accept the diploma once it has been translated by the Office of International Affairs at UFLA

**1.5.** The work contract of the Foreign Visiting Professor (FVP) must be of a 40 (forty) hour work week of Exclusive Dedication – DE; in addition, it does not allow the professor to exert either another public or private paid activity in Brazil, by the terms of Law n° 8.745/93.

**1.6.** The FVP remuneration will depend on the candidate's qualification and experience, granted by the Evaluation Board, which assigns the level the candidate should be hired according to the Career and Position Plan of Federal Teaching<sup>1</sup>, Law 12.772/2012 and the alterations made by Law 13.325/2016, as stated below:

**I** - in the Senior Visiting professor category, the candidate must hold the Doctor's degree for a period of time equal to or longer than 10 (ten) years, with relevant and consistent academic production, equivalent to that of a productive researcher, established by the National Council of Technological and Scientific Development<sup>2</sup>, level 1A or 1B, according to the criteria of the specific area of knowledge to which the Program of Graduate Studies is connected<sup>3</sup> to. The professor will make a salary, corresponding to a Full Professor;

**II** - in the Full Visiting Professor category, the candidate must hold the Doctor's degree for a period of time equal or longer than 10 (ten) years, with relevant and consistent academic production, equivalent to that of a productive researcher of the National Council of Technological and Scientific Development, level 1C or 1D, according to the criteria of the specific area of knowledge to which the Program of Graduate Studies is connected to. The professor will make a salary, corresponding to an Professor IV;

<sup>1</sup> Plano de Carreiras e Cargos de Magistério Federal

<sup>2</sup> Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq)

<sup>3</sup> CNPq Area Committee

1.7. The remuneration which is described by sub-item 1.6. will be as the following:

<b>FVP</b>	<b>Corresponding Class to the Law on Federal Teaching and Career Plan and Position - Law 12.772/2012</b>	<b>Remuneration in R\$</b>
Senior Visiting Professor	Full Professor	19.985,24
Full Visiting Professor	Professor IV	18.152,68

1.8. The work contract shall be of a period of, at least, 3 (three) months, respecting the maximum duration established by the item V, Art. 4º of Law 8.745/93.

1.9. For the work contract, the indicated applicant must meet the following requirements

1.9.1. The chosen applicant has to present all required documents to the Human Resource Department available at the electronic address: [www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro](http://www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro).

1.9.2. The chosen applicant must provide the required documents to hold a visa to Brazil, in the category, according to the activities that one should accomplish at UFLA, bearing in mind not only the due date but also the possibility of renewing the contract, following the legislation in force.

1.9.3. The chosen applicant should present the required documents from the institution of origin that one is out of duty of professional activities during one's stay at UFLA. However, no documents will be required if the applicant is either retired or self-employed.

1.9.4. Lack of the required documents, referred to in the sub-item 1.9. will prevent the hiring for the indicated candidate.

1.10. There won't have any payment of any type of medical expenses, personal accident of third parties. The FVP is responsible for all the necessary arrangements related to health assistance, both life and accident insurance.

1.11. The FVP is responsible for the purchase of round-trip flight tickets and other kinds of transportation expenses taken from one's place of origin to UFLA and back home as soon the contract ends.

## 2. APPLICATIONS

2.1. Before the candidate applies, one should be aware of what this Notice comprises, and observe whether one meets the requirements to the position or not. The Notice is available at the electronic address [www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro](http://www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro).

2.1.1. The application form is available at the electronic address [www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro](http://www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro)

2.2. The applications form will be submitted to the electronic address (e-mail) of the Graduate Program to which the candidate will apply for a position from April 5<sup>st</sup>, 2019 to May 3<sup>th</sup>, 2019.

2.3. There will be no application fees

2.4. There will be no acceptance of application forms overdue.

2.5. There will be no acceptance of application forms via facsimile or via mail.

2.6. The Federal University of Lavras is not responsible for application requests that are not received by means of communication jams, failures; besides other factors, which could prevent data transference.

2.7. Human Resource and Personnel Pro-Rectory (PRGDP) will publish at the electronic address [www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro](http://www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro), as of May 6<sup>th</sup>, 2019, the list of the registered candidates.

2.8. The Application Procedures:

2.8.1. The candidates shall follow the procedures below to apply:

2.8.1.1. Submit the application form to the electronic address (e-mail) to the Graduate Program one will apply for along with the work plan and résumé, including a link of the most relevant publications as determined in sub-item 3.1.1.

2.8.2. The candidate is responsible for the information provided. UFLA won't take the responsibility of both misleading and incomplete information provided by the candidate.

2.9. The electronic addresses of each Graduate Program will be available at the item 1.1. of this Notice.

### 3. THE SELECTIVE PROCESS

**3.1.** The FVP selection will be carried out by a simplified selective process, via Curriculum Vitae and Work Plan analysis, by the Evaluation Board composed of at least three professors and one substitute member, degree holders equal or higher than the one required for the selective process. The members of the Examination Board will be published at the electronic address [www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro](http://www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro).

**3.1.1.** The candidate must include in one's resume the link of both the most relevant publications and one's work plan.

**3.1.2.** The candidate's title evaluation will proceed following the criteria established in CUNI Resolution n° 059 at UFLA on October 18th, 2017.

**3.2.** The Work Plan, complementary stage to the FVP selective process, shall be written either in Portuguese, English and Spanish. It should state the candidate's contribution to the Graduate Program with not more than ten pages, regarding the academic, technical and scientific activities, as follows:

I – The academic activities/classes in undergraduate courses at UFLA, should be delivered either on an *ad hoc* or on intensive courses basis in foreign language;

II – The academic activities delivered in intensive courses at the Graduate Program, which shall be also offered to other Programs interested in them;

III – One's participation both in Boards of Undergraduate Dissertation and Defense Boards of Master's and Doctor's Degrees;

IV – The outreach activities organized by UFLA Centers of Studies and by the Graduate Program;

V – The implementation of research activities that may be of interest of the Graduate Program;

VI – The professor should write academically in foreign language (English Language) and collaborate as a co-author in scientific publications of high impact.

**3.3.** The Work Plan score criteria will be as follows:

I – Quality of Work Plan considering the potential contribution to the strengthening of the Graduate Program regarding the enhancement of intellectual production and the potential for innovation - (0 to 4 points);

II – Work Plan feasibility regarding the contribution to the teaching and outreach activities in foreign languages in Undergraduate and in Graduate Programs - (0 to 4 points)

III – Work Plan impact on the enhancement of research and the candidate must reveal capability to create bonds, partnerships and networks of research with national and international institutions in addition to obtain resources from funding agencies – (0 to 2 points).

**3.4.** The Work Plan will be defended by the candidate via electronic means (videoconference or similar), before the Evaluation Board.

**3.5.** Each Graduate Program Coordinator will inform the applicant, by e-mail, the date and time to the Work Plan defense, 21 (twenty and one) days after the deadline.

**3.6.** The final score of each candidate will be the sum of 60% (sixty per cent) assigned to the curriculum and of 40% (forty per cent) to the Work Plan, including the defense before the Evaluation Board in compliance with the § 2° of Art. 8° of CUNI Resolution n° 059/2017.

**3.7.** The candidates who obtain a score lower than 70% in the Work Plan will be declassified :

**3.7.1.** In the event of a tie, the candidate with more scientific production will have preference, followed by the one who relies on comprehensive experience.

**3.8.** The candidate with the highest final score will be hired.

**3.9.** The final result of this selective process will be published at the electronic address [www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro](http://www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro), in descending order of classification.

### 4. APPEALS

**4.1.** After the result publication, the candidate may require review of their evaluations in the term of up to 5 (five) working days, by request properly registered, forwarded to the Graduate Program responsible for the selection.

**4.1.1.** The appeal will be filed by a well-argued analysis, printed and signed, in specific form, which will be made available at the electronic address [www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro](http://www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro), the appellant may attach the documents that one considers appropriate.

**4.1.2.** The appeal shall be forwarded exclusively to the e-mail mentioned in the chart of sub-item 1.1, on the term of 5 (five) working days, excluding from the process the first day and including the due day, at the electronic address [www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro](http://www.prgdp.ufla.br/site/selecao-para-professor-visitante-estrangeiro).

**4.1.2.1.** Appeals will not be acceptable if sent in a diverse manner than the one set forth by the sub-item 4.1.2., as well as appeals both with unfounded claims and with rules not established in this Notice.

**4.1.2.2.** The appeal will not be accepted not only when it is overdue but also when it has exhausted all administrative possibilities.

**4.2.** The Evaluation Board will have the period of 5 (five) working days to analyze the appeals. The Evaluation Board will issue a statement, positing its decision, which will be communicated to the candidates by e-mail.

## **5. GENERAL PROVISIONS**

**5.1.** The selective process will be valid for 1 (one) year, counting down from the moment the result is published in the Official Gazette and it may be extended for the same period by interest of the Administration.

**5.2.** When a candidate applies to this selective process, one assumes the awareness and acceptance of the conditions established by this Notice and by the CUNI Resolution nº 059/2017; therefore, a candidate cannot claim one's lack of knowledge on the selective process rules.

**5.3.** The candidate's qualification in the selective process does not ensure the right to be hired, but only the expectation to be hired, in accordance with the classification order, in conformity with the applicable legal procedures in this Notice.

**5.4.** The candidates that have already established administrative contracts based on the Law nº 8.745/93 may be hired again, provided that 24 (twenty-four) months have elapsed from the previous contract.

**5.5.** The selected candidate shall undergo the pre-employment examination at the Occupational Health Board (CSO/UFLA), to have a physical and mental aptitude tests since this is a requirement to take one's duties over at the contract signature.

**5.6.** The selected candidate that is contacted, by e-mail, shall communicate one's interest in the contract in 5 days. The fact that the candidate does not express one's interest will be considered as one has given up the job posting.

**5.6.1.** The contract realization will be fulfilled both in consonance with the interests of the Graduate Program and with the admission procedure at UFLA.

**5.7.** The omitted cases will be solved by UFLA's Magnificent Rector after having consulted both the Human Resource and Personnel Pro-Rector (PRGDP) and the Pro-Rector of Graduate Programs (PRPG).

**5.8.** Further information can be attained via the Office of each Graduate Program.

Lavras, April 5<sup>st</sup>, 2019.

**JOSÉ ROBERTO SOARES SCOLFORO**  
Rector