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Public Notice Nº 145/2025 – Notice of Reopening

Process nº 23087.014924/2025-42

SUBJECT: Selection process for the hiring of Visiting Professor and Foreign Visiting Professor

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The Director of Selective Processes (DIPS) at Universidade Federal de Alfenas (UNIFAL-MG), in the exercise of her legal responsibilities, conferred by Ordinance UNIFAL-MG nº 515/2026, published in the DOU on 03/27/2026, Section 2, page 26, as well as by the competencies delegated to her by Ordinance UNIFAL-MG nº 1476, of 08/11/2022, published in the DOU on 08/17/2022, Section 1, page 52. hereby announces the opening of applications to Simplified Selection Process (SSP), intended for the hiring of Visiting Professor and Foreign Visiting Professor, under the terms of the following legal provisions and the conditions of this Public Notice:

- [Law nº 8.745/1993](#) (Provides for temporary hiring to meet temporary needs of exceptional public interest);
- [Law nº 12.425/2011](#) (Amends Law nº 8.745, of December 9, 1993, regarding the hiring of professors);
- [Law nº 13.325/2016](#) (Amends remuneration, promotion rules, incorporation of gratification rules);
- [Law nº 15.141/2025](#) (Amends Law nº 12.772, of December 28, 2012, restructuring the Career of University Teaching Professor in Classes A – Assistant Professor, B – Adjunct Professor, C – Associate Professor and D – Full Professor, with effects from January 1, 2025, constituting the basis for the remuneration values of the contracted party established in this Public Notice);
- [Law nº 15.142/2025](#) (Reserves 30% (thirty percent) of the vacancies offered in public tenders)
- [Law nº 14.965/2024](#) (General rules related to public tenders);
- [Decree nº 6.593/2008](#) (Exemption from payment of registration fee);
- [Decree nº 9.739/2019](#) (Organizational efficiency measures for the improvement of public administration);
- [Decree nº 7.485/2011](#), amended by [Decree nº 8.259/2014](#) (Constitution of an equivalent professor bank for federal universities);
- [Decree nº 9.508/2018](#) (Reserves a percentage of public positions and jobs for people living with disabilities);
- [Decree nº 12.536/2025](#) (Regulates Law nº 15.142, of June 3, 2025, to provide for the reservation of vacancies for black and brown people, indigenous people and quilombolas);
- [Normative Instruction MGI/MIR/MPI nº 261/2025](#) (Regulates the application of the reservation of vacancies for black people);
- [Joint Normative Instruction MGI/MDHC nº 260/2025](#) (Reservation of vacancies for people living with disabilities);
- [Resolution of the University Council of UNIFAL-MG nº 60/2025](#) (Procedimentos para a reserva de vagas às pessoas pretas e pardas, indígenas, quilombolas e/ou com deficiência em concursos públicos e em processos seletivos);
- [Resolution of the University Council of UNIFAL-MG nº 74/2024](#) (Procedimentos de heteroidentificação complementar à autodeclaração);
- [Resolution of the University Council of UNIFAL-MG nº 75/2024](#) (Normas gerais para realização de Concursos Públicos e Processos Seletivos no âmbito da Diretoria de Processos Seletivos (DIPS));

- [General Public Notice for Visiting Professors nº 001/2026](#), to which this Public Notice is linked.

1 PRELIMINARY PROVISIONS

1.1 This Selective Process for temporary hiring of Visiting Professor and Foreign Visiting Professor will be governed by this Public Notice and will be carried out by the Directorate of Selective Processes (DIPS) of UNIFAL-MG.

1.2 The selection aims to fill vacancies for visiting professors and foreign visiting professors, hired with the objective of supporting the execution and improvement of teaching, research and/or extension programs, and may also contribute to scientific and technological exchange, according to the description and quantity.

1.2.1 When registering, the candidate must inform if they wish to compete for a reserved vacancy (black and/or indigenous and/or quilombola and/or person living with disabilities) and observe the criteria, guidelines and rules for filling described in Annex II. The option for the reserved vacancy is irrevocable after the end of applications, in accordance with the legislation.

1.2.2 Candidates who do not fit item 1.2.1. or do not wish to compete for a reserved vacancy should not follow the guidelines described in Annex II.

1.3 UNIFAL-MG will not be responsible for any type of travel, food and accommodation for the candidate.

1.4 UNIFAL-MG will not confirm registration for participation in the selection process by e-mail, letter, telegram or telephone, except for reasons of force majeure. All and any information will be published on the website: <https://www.unifal-mg.edu.br/dips/professor-visitante/> and/or will be made available in the registration system, in the candidate's area.

1.5 Dates of the Evaluation Process, number of vacancies and description of the area of activity are listed in item 3 VACANCY DESCRIPTION - TABLE 1 and in Annex I.

1.6 All times mentioned in this Public Notice, rectifications and complementary notices are according to the official time of Brasília-DF.

1.7 This Public Notice, its annexes, other communications and rules will be published on the website indicated in item 1.4.

2 REMUNERATION OF THE CONTRACT

2.2.1 The employment contract of the visiting professor and foreign visiting professor must be for 40 (forty) hours with Exclusive Full-Time Dedication – DE, with prohibition from exercising other remunerated public or private activity. 2.2 The remuneration of the visiting professor and foreign visiting professor will be established based on the eligibility and experience of the candidate to be hired, observing the correspondence with the remuneration ranges of the Federal Teaching Career plan as established by [Resolution of the University Council of UNIFAL-MG nº 75/2024](#), in the subcategories Senior, Intermediate, Junior and Early-Career Doctor. There will be no classification in this Public Notice for the Doctor category.

2.2.2 Under no circumstances will there be any alteration of the remuneration value and/or the subcategory framed at the time of hiring during the term of the contract. 2.2.2 UNIFAL-MG may constitute a special commission for the purpose of classification in the subcategories of visiting professor and foreign visiting professor provided for in [Resolution of the University Council of UNIFAL-MG nº 75/2024](#).

3 VACANCY DESCRIPTION

3.1. TABLE 1

Modality of vacancy	Coordination (In the case of a Postgraduate Program) / Area (In the case of Extension Programs)	Minimum Quantity of Vacancies	Minimum score in the Evaluation of Academic Credentials	Area(s) considered for the program	Subarea(s) considered for the program	Classification provided	CNPq Advisory Committee to which the Postgraduate Program relates (In the case of Research)	Workplace/Academic Unit	Campus / Work Unit
() Extension (x) Research	Postgraduate Program in Pharmaceutical Sciences (PPGCF)	02	120	Pharmacy	Not applicable	Senior Intermedia te Junior Early-Career Doctor	Pharmacy	School of Pharmaceutical Sciences	Alfenas , Minas Gerais, Brazil
Responsibilities/Area of activity:	The visiting professor must demonstrate experience in the development of scientific projects in at least one of the program's research lines: Line 1 – Development and evaluation of natural and synthetic products of pharmaceutical interest; Line 2 – Microbiology and parasitology applied to Pharmaceutical Sciences; Line 3 – Biochemistry and pharmacology applied to Pharmaceutical Sciences; Line 4 – Development and evaluation of drugs, medicines, and related products; Line 5 – Toxicology and toxicological analysis. To meet the demands of the position, the candidate must present, in their work plan, proposals for collaboration in projects developed by the PPGCF, as well as a proposal for at least one course to be offered within the program.								
Required Education and eligibility:	Undergraduate degree in Health Sciences programs. Ph.D. in Exact and Earth Sciences, or Biological Sciences, or Health Sciences, or Agricultural Sciences, or Multidisciplinary Studies.								

*According to the table of areas of knowledge available on the website <https://www.gov.br/capes/pt-br/aceso-a-informacao/aco-es-e-programas/avaliacao/instrumentos/documentos-de-apoio-1/tabela-de-areas-de-conhecimento-avaliacao>. If more than one area is indicated, the score attributed to each article will be performed using the area that assigns the highest Qualis classification to the article.

* * The criteria for judging scientific productivity of the CNPq Advisory Committee(s) can be consulted on the website <http://www.cnpq.br/web/guest/criterios-de-julgamento/> or <http://memoria2.cnpq.br/web/guest/criterios-de-julgamento/>

3.2 In the case of a Research Visiting Professor, it is desirable that the researcher is able to mediate or contribute to the expansion of the

internationalization activities of the postgraduate program and extension projects and programs, as well as enable the insertion of the Program in scientific and technological exchanges and in research networks, primarily international. The professor must also contribute to disciplines in the program, collaborate directly with professors of the postgraduate program for which they were hired, supervise and co-supervise postgraduate and undergraduate students, in addition to contributing to the creation of research projects for funding requests from national and international agencies, as well as support, participate and produce articles to be submitted to high-impact journals.

4 REGISTRATION

Registration Period	From 05/13/2026, at 8 am, until 05/21/2026, at 6 pm.
Registration Location	Exclusively <i>online</i> , at the website: https://sistemas.unifal-mg.edu.br/app/rh/inscricoes
Disclosure of approved applications	Up to 02 (two) business days before the date of the selective process at the website: https://www.unifal-mg.edu.br/dips/professor-visitante/
Registration Fee	R\$ 170,00 (one hundred and seventy reais)

4.1 The candidate's registration will imply knowledge and tacit acceptance of the norms and conditions **established in this Public Notice and in the GENERAL PUBLIC NOTICE FOR VISITING PROFESSORS Nº 001/2026**, in relation to which they cannot claim ignorance.

At the time of registration, ANNEX IX - DECLARATION OF KNOWLEDGE OF THE PROVISIONS OF THE PUBLIC NOTICE AND THE OCCUPATION OF VACANCIES must be attached **exclusively via the Registration System** (available at: <https://sistemas.unifal-mg.edu.br/app/rh/inscricoes/>), **Tab "Upload" / "My Uploads" / "Documents" / "Declaration of knowledge of the provisions of the Public Notice and the occupation of vacancies"**, **strictly until the end of applications**. The Annex is available in this Public Notice and at the address: <https://www.unifal-mg.edu.br/dips/formularios/> for download.

4.1.1.1 Candidate who fail to submit ANNEX IX - DECLARATION OF KNOWLEDGE OF THE PROVISIONS OF THE PUBLIC NOTICE AND THE OCCUPATION OF VACANCIES will not have their registration confirmed, even if they have made the payment or are exempt from paying the registration fee.

4.1.1.2 By registering for this selective process, the candidate consents and authorizes, freely and fully, the use, treatment and other procedures provided for in the Consent, contained in **Annex VIII** of this Public Notice.

4.1.1.3 After the candidate submits their registration request, via the internet, a bank slip will be issued for payment of the selection registration fee until the last day of application period stipulated in the Public Notice.

4.1.1.4. Under no circumstances will payment scheduling of any nature (Deposit by envelope or programmed payment), nor transfer, be accepted.

4.1.1.5. Exemption from the registration fee may be granted to low-income candidates, under the terms of Decree nº 6.593/2008, and who are registered in the Single Registry for Social Programs of the Federal Government – CadÚnico, referred to in Decree nº 6.135, of 26/2007.

4.1.1.6 Procedures and deadlines for requesting exemption from the registration fee, referred to in Decree nº 6.135/2007, that is, via CadÚnico, are as follows:

4.1.1.6.1 The exemption must be requested at the time of registration, indicating in their registration data the Social Identification Number (NIS) associated with the candidate, attributed by CadÚnico. The deadline for requesting exemption from the registration fee will be 03 (three) consecutive days, counted from the first day of the registration period.

4.1.1.6.2 A low-income family is considered, according to Decree nº 6.135/2007, one with a monthly per capita family income of up to half a minimum wage, or one with a monthly family income of up to three minimum wages.

4.1.1.6.3 The low-income candidate who does not have the NIS must obtain it at the Social Service Sector of the City Hall of their city.

4.1.1.6.4 UNIFAL-MG will consult the CadÚnico Management Body to verify the veracity of the information provided by the candidate. The candidate will only have their exemption request granted if the NIS is validated by the CadÚnico Management Body.

4.1.1.6.5 The Directorate of Selective Processes - DIPS will disclose, up to 3 (three) business days before the end of applications, the result of the exemption request.

4.1.1.6.6 If the exemption request is denied, the candidate must pay the registration fee, observing the deadline stated in Table 3 of the Public Notice.

4.1.1.6.7 The candidate whose exemption request is denied and who does not pay the registration fee will have their registration denied in this selective process.

4.1.1.6.8 There will be no appeal against the result of the request for exemption from the registration fee.

4.2 If there are not enough registered candidates equal to or greater than the number of vacancies, applications will be reopened observing the schedule and the minimum eligibility/education required for hiring contained in Annex III.

4.3 The right to register will be ensured for people with special needs, in the Selective Process for the hiring of the professor, whose responsibilities are compatible with the special needs, participating in equal conditions with the other candidates, provided that the disability is compatible with the activities of the position for which they are competing and established norms.

4.4 The candidate who wishes to **compete for a vacancy reserved** for people living with disabilities, which may arise during the term of this selection process, must observe and comply, under penalty of denial, with the procedures contained in Annex II, as well as:

a) At the time of registration, in the field indicated in the UNIFAL-MG Registration System, inform the type of disability;

b) Send a copy of the opinion from a multidisciplinary team and/or doctor, issued less than 36 months from the start of applications, as a means of proving the disability condition, **exclusively via the Registration System** (available at: <https://sistemas.unifal-mg.edu.br/app/rh/inscricoes/>), **Tab "Upload" / "My Uploads" / "Documents" / "Opinion for competing for disability vacancies"**, **strictly until the end of applications**.

4.5 UNIFAL-MG will not be responsible for applications not received due to technical computer issues, communication failures, communication line congestion, as well as other technical factors that prevent data transfer.

4.6 Under no circumstances will registration via fax, postal, conditional or extemporaneous be accepted.

4.7 The list of candidates with confirmed applications will be available at <https://www.unifal-mg.edu.br/dips/professor-visitante/>, up to 02 (two) business days before the date of the selective process.

5. EVALUATION PROCESS

5.1 The selection of the Visiting Professor and Foreign Visiting Professor will be carried out by a Simplified Selection Process (SSP), consisting of a Classification Stage, Work Plan analysis and Evaluation of Academic Credentials:

Phase	Stage	Character	Value	Minimum score for classification
1ª	Classification	Eliminatory	-	-
2ª	Work Plan	Eliminatory	10,0	7,0
3ª	Evaluation of Academic Credentials	Classificatory	10,0	-

5.2 To participate in the selection process, the candidate must access the site <https://sistemas.unifal-mg.edu.br/app/rh/inscricoes>, electronically fill out the fields of the Application Form with the requested data, and submit their resume, along with supporting documents, the completed Form/Annex IV, the Work Plan, and Annex IX.

5.2.1 Candidates who fail to submit one of the following documents will be eliminated from the selection process: Work Plan, completed Form/Annex IV, resume, and at least part of the supporting documents as per item 6.

6. CLASSIFICATION STAGE

6.1 The **classification** into one of the subcategories of Visiting Professor and Foreign Visiting Professor referred to in this Public Notice shall be based on the analysis of the academic production and/or academic background and/or innovative technical-scientific eligibility presented by the candidate at the time of application. For the purpose of classification into the **Senior, Intermediate, Junior, and Early-Career Doctor** subcategories of Visiting Professor and Foreign Visiting Professor, the candidate must provide proof that they meet the minimum educational and academic Credentials requirements for the position they are applying for, as described in Annex I, through supporting documents attached to the Curriculum Vitae (CV) in the application system. Furthermore, the eligibility and professional competency requirements shall be verified by the members of the Examination Committee for the purpose of classification into the **Senior, Intermediate, Junior, and Early-Career Doctor** subcategories of Visiting Professor and Foreign Visiting Professor, as provided for in [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#) (General Rules for Public Examinations and Selection Processes within DIPS). This stage is eliminatory in nature.

6.1.1 The classification into one of the subcategories of Visiting Professor and Foreign Visiting Professor shall follow the current scientific productivity evaluation criteria established by the CNPq Advisory Committee(s) for Research Productivity Scholarships indicated for the respective position.

6.1.1.1 In the event that more than one CNPq Advisory Committee is indicated for the position, the Examination Committee shall classify the candidate using the criteria of the Area that assigns the candidate to the highest possible category, in accordance with [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#) (General Rules for Public Examinations and Selection Processes within DIPS).

6.2 Only candidates who meet the conditions for classification into one of the subcategories of Visiting Professor and Foreign Visiting Professor described in this Public Notice shall be considered approved. Candidates who do not meet the conditions for classification into any subcategory shall be considered failed at this stage.

6.3 The committee shall have up to five (5) business days to submit the classification result to the competent sector, which shall publish the result on its official website.

7 WORK PLAN

7.1 The Work Plan is the document that outlines, for the intended contract period, the teaching, research, and/or extension activities to be carried out and must contain at least:

I – the activities to be developed in accordance with Section 3, DESCRIPTION OF THE POSITION;

II – the capacity to provide scientific and technological exchange that may contribute to the development of the work plan and to obtaining funding from research and extension support institutions;

III – a schedule covering at least 12 months, including the goals to be achieved and the infrastructure, personnel, and funding requirements necessary for the implementation of the plan.

7.1.1 The work plan must be submitted at the time of application, in PDF format, **exclusively through the Application System** (available at: <https://sistemas.unifal-mg.edu.br/app/rh/inscricoes/>), **under the “Upload” / “My Uploads” / “Documents” tab, using the following upload designation: “Work Plan”.**

7.1.1.1 The Work Plan must be written in Portuguese (Brazilian Portuguese), although submission in English shall be permitted for candidates applying for the Foreign Visiting Professor position.

7.1.2 The scoring of the work plan shall be assigned as follows:

I – quality of the work plan, considering its potential contribution to strengthening the Graduate Program and/or Extension Programs and Projects, as well as its innovation potential, from 0 (zero) to 4 (four) points;

II – feasibility of the work plan, considering its compatibility with the infrastructure of UNIFAL-MG, the possibility of exchange with other Institutions or Research Groups, and the financial support required, from 0 (zero) to 4 (four) points;

III – impact of the work plan on improving research and university extension performance, as well as the capacity to establish connections, partnerships, and research networks with national and international institutions, and the ability to compete for/obtain funding from development agencies, from 0 (zero) to 2 (two) points;

7.1.3 The candidate must submit a work plan proposing collaboration in the thematic projects developed by the permanent faculty members of the Graduate Program in Pharmaceutical Sciences (available at: PPGCF Thematic Projects), consistent with at least one of the following PPGCF research lines:

- I. Line 1: Development and evaluation of natural and synthetic products of pharmaceutical interest;
- II. Line 2: Microbiology and parasitology applied to Pharmaceutical Sciences;
- III. Line 3: Biochemistry and pharmacology applied to Pharmaceutical Sciences;
- IV. Line 4: Development and evaluation of drugs, medicines, and related products;
- V. Line 5: Toxicology and toxicological analysis (<https://www.unifal-mg.edu.br/ppgcf/linhas-de-pesquisa/>).

REFERENCE LINKS:

Undergraduate Courses (information, pedagogical projects and course documents): <https://www.unifal-mg.edu.br/graduacao/cursos/>

Postgraduate Programs (information, concentration areas and research lines): <https://www.unifal-mg.edu.br/prppg/programas/>;

Institutional Development Plan (PDI) of UNIFAL-MG: <https://www.unifal-mg.edu.br/planejamento/desenvolvimento-institucional/> ; <https://www.unifal-mg.edu.br/ppgcf/linhas-de-pesquisa/>.

7.2 The candidate who obtains a score lower than 7 (seven) in the work plan will be considered not approved.

8 EVALUATION OF ACADEMIC CREDENTIALS

8.1 The Evaluation of Academic Credentials will be classificatory.

8.1.1 The submission of the curriculum, with its respective supporting documents, the completed form/annex IV and the Work Plan must be done **EXCLUSIVELY via the registration system**, in the upload tab, both in **pdf format**, and may be condensed in .zip format.

8.1.2 The candidate may include/exclude the files referred to in sub-item 7.1.1 until the end of the registration period.

8.1.3 All supporting documents must be arranged strictly in the order presented in the table of Annex IV of this Public Notice.

8.1.4 The Evaluation of Academic Credentials will be carried out in a non-public session and will consist of the analysis of the score of the candidate's Curriculum Vitae (CV) or Lattes (CV) by the Examining Board, in the format of the items contained in Annex IV, accompanied by the corresponding duly numbered documents.

8.1.5 It will be carried out in the last phase of the selection process and only the titles of the candidates approved in the last eliminatory evaluation will be evaluated.

8.1.6 The candidate must send, with the *curriculum*, Annex IV completed and signed, indicating the intended score for each item.

8.1.7 Annex IV (Form for Evaluation of Academic Credentials) is available in this Public Notice and at the address: <https://www.unifal-mg.edu.br/dips/formularios/> for download.

8.1.8 The *Curriculum* and the completed forms/annexes must be sent in PDF files, exclusively via the **Registration System** (available at: <https://sistemas.unifal-mg.edu.br/app/rh/inscricoes/>), **Tab "Upload" / "My Uploads" / "Documents" / with the following denominations for UPLOAD:**

PDF 1: Curriculum Vitae (CV) or Lattes (CV);

PDF 2: Dimension I - Curriculum Form and Documents of Academic Training Activities;

PDF 3: Dimension II - Curriculum Form and Documents of Teaching Activities;

PDF 4: Dimension III - Curriculum Form and Documents of Research Activities;

PDF 5: Dimension IV - Curriculum Form and Documents of Extension Activities;

PDF 6: Dimension V - Curriculum Form and Documents of Academic Management Activities;

PDF 7: Dimension VI - Curriculum Form and Documents of Professional Experience Activities.

8.1.9 The documents in the item above must be sent **strictly until the end of applications**.

8.2 The candidate who does not send the Curriculum with at least one supporting document, or sends it after the established deadline, will be eliminated from the selection process, being prevented from participating in the stages of the Selective Process.

8.2.1 Furthermore, the candidate who does not present a score in Research Activities when the vacancy is specific for a Research Visiting Professor linked to Postgraduate Programs will be eliminated from the selection process.

8.3 To prove the titles, the candidate must observe the guidelines contained in Annex IV.

8.4 Authentication of supporting documents in a notary's office is not necessary.

8.5 For the purpose of scoring the title(s), the Area of the selective process will be considered as per Table 1 of the Public Notice.

8.6 There will be an extension of 2 (two) years in the period of academic production analysis for female candidates who are biological or adoptive mothers, as well as for male candidates who are single adoptive fathers and homoaffective fathers, who have children up to 2 (two) years of age at the time of registration in the Selective Process. In the case of homoaffective female and male candidates who are mothers or fathers, only 1 (one) member of the couple may benefit from this condition. To prove maternity or paternity, the birth certificate(s) of the child(ren) up to 2 (two) years of age must be included, along with the other curriculum documents.

8.7 In the Evaluation of Academic Credentials process, the candidate with the highest score will be assigned a final score of 10. The scores of the other candidates will be determined proportionally based on the score they achieve in relation to the candidate with the highest score, using the following formula:

$$Score_i = \frac{PT_i}{PT_{max}} \times 10$$

Where:

$Score_i$ is the score of candidate i ;

PT_{max} is the highest score among all candidates.

PT_i is the candidate's score.

8.8. Candidates who obtain the minimum score of 7 (seven) in each of the eliminatory evaluations and are classified in the Evaluation of Academic Credentials, provided they have the minimum score in the Evaluation of Academic Credentials for each specific vacancy, will be considered approved. The candidate who does not obtain the minimum score specified in Annex I will be considered disqualified.

8.9 The examining board will have a period of up to 3 (three) business days to submit the scores of the Evaluation of Academic Credentials and work plan analysis, through the Scoring System, to the competent Sector, which will disclose the result on its electronic website.

9 FINAL CLASSIFICATION

9.1 The Final Classification of approved candidates in the three stages will be in descending order of the sum of the scores obtained in the Evaluation of Academic Credentials and the Work Plan.

9.1.1 In case of a tie in the classification of approved candidates, the tie-breaking will be done by applying the following criteria present in Law nº 10.741, of October 1, 2003.

9.1.2 If the tie persists, the tie-breaking will be done by applying the following criteria, with the order of preference for the candidate:

I - who has the highest score in the Evaluation of Academic Credentials;

II - who presents the highest score in activities related to Research Activities (as provided for in [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#));

III who presents the highest score in activities related to Extension (as provided for in [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#));

IV – who presents the highest score in activities related to academic training (as provided for in [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#)).

9.2 The Final Classification of the selection process will be published within up to 3 (three) business days after the end of the evaluations, on the UNIFAL-MG electronic website.

10 RATIFICATION

10.1 Candidates who are framed in one of the subcategories of visiting professor and foreign visiting professor provided for in this Public Notice, as provided for in [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#), and who achieve the minimum score stipulated in the T Evaluation of Academic Credentials and a minimum score of 7 (seven) in the Work Plan, will be considered qualified in the Selective Process for Visiting Professor and Foreign Visiting Professor.

10.2 Approved candidates will be classified in descending order of the sum of the scores obtained in the phases of this selection process.

11 FINAL RESULT

11.1. The final result of the selection process, referring to each vacancy described in Table 1, will be published on the UNIFAL-MG electronic website, in accordance with current legislation.

11.2 **Approved candidates in the Final Result of the selection process will compose the Lists of Broad Competition, of Black, Indigenous and Quilombola People and of People living with Disabilities along with the other classified candidates of the vacancies of the General Public Notice to which this selection process is linked (001/2026) and will be called according to [Resolution of the University Council of UNIFAL-MG nº 60/2025](#) and items 2.18 e 2.37 of the General Public Notice.**

11.3 After the disclosure of the Final Result of this Opening Public Notice, 03 (three) lists of approved candidates will be approved by the University Council of UNIFAL-MG, grouping all vacancies of the General Public Notice Nº 001/2026, according to the competition modalities – Broad Competition List (LAC), Reserved Vacancies List for Self-Declared Black, Indigenous and Quilombola People (LPN) and Reserved Vacancies List for People living with Disabilities (LPD) for the total number of vacancies offered in this General Public Notice.

11.4 All approved and classified candidates in their respective Opening Public Notice will be reclassified in the Broad Competition List (LAC) and/or in the Reserved Vacancies List for Self-Declared Black, Indigenous and Quilombola People (LPN) and/or in the Reserved Vacancies List for People living with Disabilities (LPD), grouping all vacancies according to the chosen competition modalities and approved the complementary heteroidentification (PN) and biopsychosocial evaluation (PCD) procedures.

11.5 For the reclassification provided for in the previous item, the arithmetic mean of the final scores will be considered, prepared with a view to ensuring that the number of reserved vacancies provided for by Law is met.

12 EXAMINING BOARD

12.1 The selection process will be judged by an examining board composed of 3 (three) professors as full members and 1 (one) alternate.

12.2 The members of the Examining Board will be chosen from professors or former professors of higher education from the Institution, from the Grand Area, or Area, or Subarea, or Specialty of the Selective Process or related area, with a eligibility equal to or higher than that of the Selective Process.

11.2.1 No member of the examining board may have a degree of kinship up to the third degree; be a stepchild; spouse or partner; be or have been a partner with direct commercial interests; be or have been a supervisor/supervisee of the candidate; have a technical-scientific publication in co-authorship in the last 10 (ten) years with the candidates.

12.3 The examining board will be disclosed on the website <https://www.unifal-mg.edu.br/dips/professor-visitante/>, up to 3 (three) days before the start of the evaluation process.

12.4 The examining board has the final authority in assessing the academic content aspects and the pedagogical dimension pertinent to the selection process.

12.5 The responsibilities of the examining board are listed in Annex V.

13 APPEALS TO THE PUBLIC NOTICE AND THE EXAMINING BOARD

13.1 Appeal may be filed against the Public Notice and/or the Examining Board.

13.1.1 The deadline for challenging the Public Notice will be up to 02 (two) business days, counted from the start of applicatons.

13.1.2 The deadline for challenging the Examining Board will be on the first business day after its disclosure.

13.1.2.1 The request to appeal the Examining Board will be analyzed by the Academic Unit, within up to 02 (two) business days.

13.2 The request to appeal the Public Notice and/or the Examining Board must be addressed to the Directorate of Selective Processes - DIPS, by means of a formal written request to the Rector, accompanied by the respective reasons, together with supporting documents, and must be sent **exclusively via the Registration System** (available at: <https://sistemas.unifal-mg.edu.br/app/rh/inscricoes>), Tab "Upload" / "My Uploads" / "Documents" / "Appeal to the Public Notice", "Appeal to the Examining Board".

13.3 The Rector will decide within up to 03 (three) business days, counted from the receipt at the Rector's Office.

13.4 The decision on the request to appeal the Public Notice and the decision on the request to appeal the Examining Board will be published on the website <https://www.unifal-mg.edu.br/dips/professor-visitante/>, related to this selection process.

13.5 There will be no appeal against the decision on the request to appeal the Public Notice and/or the Examining Board.

13.6 Requests for appeal by means other than those established in this Public Notice will not be accepted.

14 REVIEW OF EXAMS AND APPEALS

A) REVIEW OF EXAMS

14.1 The procedures, deadlines and conditions for requesting a review of exams are contained in Annex VI.

B) APPEALS

14.2. Procedures, conditions, locations and deadlines for filing and analyzing appeals are contained in Annex VII.

15 CONTRACT AND OTHER CONDITIONS

15.1 The classification of the candidate will not ensure the right to their automatic hiring for the vacancy for which they qualified, but only the expectation of hiring, observing the deadlines and procedures contained in the relevant legislation, the strict order of classification, and the validity period of the selection process.

15.1.1 The approved candidate will be hired if they meet the following requirements:

a) have been approved in the Selective Process;

b) hold a doctorate degree for at least two years. Furthermore, the candidate must hold a doctorate degree for at least the time established for the respective subcategory, in which they were framed, as per item 2 of Annex III of this Public Notice.

c) have the minimum education and eligibility required for the vacancy they are competing for, described in Annex I;

c.1) Under the terms of Art. 48, of Law 9.394/1996, diplomas issued by foreign universities must, in the case of undergraduate degrees, be revalidated by public universities that have a course of the same level and area or equivalent, and in the case of Master's and Doctorate degrees, be recognized by universities that have recognized and evaluated postgraduate courses, in the same area of knowledge and at an equivalent or higher level. Holders of Master's and Doctorate diplomas issued by foreign higher education institutions may request the internal corporis equivalence of their titles according to Resolution 48/2018 of the University Council of UNIFAL-MG.

d) e a Brazilian national or naturalized, or a foreigner with a valid temporary visa, as advocated by Migration Law n° 13.445/2017. If the foreigner does not have a valid temporary visa, they may sign the contract, for subsequent request to the competent body (Ministry of Economy). If within a period of 90 (ninety) days, the temporary visa is not presented, the candidate will have their contract terminated. In the case of Portuguese nationality, the candidate is covered by the equality statute between Brazilians and Portuguese, with recognition of the enjoyment of political rights;

e) not be suspended from professional practice, nor serving another disciplinary penalty;

f) not have been dismissed from the Federal Public Service or removed from a commissioned position, in accordance with current legislation;

g) be up to date with electoral obligations, if Brazilian;

h) be up to date with military service duties, for male candidates, if Brazilian.

15.2 Personnel hired under the terms of Law n° 8.745/93 may not be hired again, pursuant to Item III of Art. 9º: "be hired again under this Law before 24 (twenty-four) months have elapsed since the termination of their previous contract, except in the cases provided for in items I and IX of art. 2º of this Law, upon prior authorization, as determined by art. 5º".

15.3 The contract shall remain in force for a period of 01 (one) year and may be extended up to the limit of 02 (two) years if the candidate is Brazilian. If the candidate is a foreign national, the contract shall remain in force for a period of 02 (two) years and may be extended up to the limit of 04 (four)

years. The hiring and remuneration conditions shall follow the specifications set forth in Annex III.

15.4 There will be no payment of any type of medical expenses, personal accident or third party. The candidate is responsible for all necessary arrangements for contracting health, life, accident insurance.

15.5 The candidate is responsible for the acquisition of air tickets and other transportation costs from their place of origin to UNIFAL-MG and return, before, during and after the contract period.

15.6 The Pro-Rector of People Management (PROGEPE) will establish the documents necessary for hiring, copies must be authenticated in a notary's office and sent by e-mail. **All signatures requested in declarations, registration form and forms must have a recognized signature or be through the signature created on [GOV.BR](https://www.unifal-mg.edu.br).**

15.6.1 The candidate will have a period of up to 15 (fifteen) business days to send the required documentation via e-mail. The counting of the deadline begins with the call. Otherwise, they will be considered withdrawn for all purposes and PROGEPE of UNIFAL-MG will call the next classified candidate, and so on.

15.6.2 After the analysis of the documentation and preparation of the contract, the candidate will be informed by e-mail about the start of the contract and must present themselves at the Academic Unit, on the scheduled day, and if a foreigner, the deadline for presentation at the Unit and starting activities may be up to 15 (fifteen) business days.

15.6.3 If the summoned candidate does not present themselves within the deadlines stipulated in item 13.6.2, they will be considered withdrawn for all purposes and PROGEPE of UNIFAL-MG will call the next classified candidate, to present documentation, and so on.

15.6.4 For the signing of the contract, the candidate must previously register as an external user in the Electronic Information System – SEI, according to the guidelines contained in the link: <https://www.unifal-mg.edu.br/sei/usuario-externo/>.

15.6.5 Previously summoned candidates must present the following documents for the effectiveness of the hiring:

15.6.5.1 If Brazilian, the approved candidate must present duly authenticated copies in a notary's office of the following documents:

- a) Identification document with photo (Identity Card, National Identity Card, Work or Class Bodies, Passport, or National Migration Registration Card);
- b) CPF, if Brazilian;
- c) Voter Registration Card, if Brazilian;
- d) Proof of voting in the last election, if Brazilian;
- e) Birth or Marriage Certificate;
- f) Reservist Certificate;
- g) Birth Certificate and CPF of Children - under 21 years old;
- h) Copy of Spouse's CPF (original and copy);
- i) Date of first employment (record in work card or copy of contracts);
- j) Number, series and issue date of Work Card;
- k) PIS/PASEP - The number must be requested from the banks - Caixa Econômica Federal (PIS) or Banco do Brasil (PASEP) and this must be informed to us through a document issued by the respective banks;
- l) Admission medical examination;
- m) Blood Type;
- n) Salary account number linked to UNIFAL-MG in Accredited Banks (Banco do Brasil, BANCOOP, BANRISUL, BRADESCO, Caixa Econômica Federal, Itaú, Santander or SICREDI), name and number of the bank branch;
- o) Current account number for other operations in Accredited Banks (Banco do Brasil, BANCOOP, BANRISUL, BRADESCO, Caixa Econômica Federal, Itaú, Santander or SICREDI), and name of the agency;
- p) Proof of address;
- q) Electronic address (E-mail);
- r) Diploma that proves the requirement demanded in the Public Notice of the Selective Process;
- s) Declaration of Agreement and Veracity required for external user registration in the Electronic Information System – SEI, obtained through the link: <https://www.unifal-mg.edu.br/sei/usuario-externo/>. All copies must be in A4 size and copies of documents must be individual.

15.6.5.2 If foreign, the approved candidate must present the following documents (**duly authenticated in a notary's office**):

- a) Identification Document, preferably passport or document issued in Brazil;
- b) CPF;
- c) Proof of address in Brazil or abroad;
- d) E-mail;
- e) Diploma that proves the requirement demanded in the Public Notice of the Selective Process;
- f) Declaration of Agreement and Veracity required for external user registration in the Electronic Information System – SEI, obtained through the link: <https://www.unifal-mg.edu.br/sei/usuario-externo/>. All copies must be in A4 size and copies of documents must be individual.

15.6.5.2.1 After signing the contract, the foreign candidate must present the following documentation:

Valid Temporary Visa for work or National Registry of Foreigners – RNE, a document that attests to the identity of foreign individuals with temporary or permanent residence in Brazil, within 90 (ninety) days, counted from the start of the contract, under penalty of termination of the same; (In case of doubt or difficulty, contact the Directorate of International and Interinstitutional Relations – DRI of UNIFAL-MG, through the e-mail dri@unifal-mg.edu.br or telephone +55 (35) 3701-9013);

- a) PIS/PASEP - The number must be requested from the banks - Caixa Econômica Federal (PIS) or Banco do Brasil (PASEP) and this must be informed to us through a document issued by the respective banks, within 90 (ninety) days, counted

from the start of the contract, under penalty of termination of the same;

b) Salary account number linked to UNIFAL-MG in Accredited Banks (Banco do Brasil, BANCOOP, BANRISUL, BRADESCO, Caixa Econômica Federal, Itaú, Santander or SICREDI), name and number of the bank branch, within 5 (five) business days, counted from the start of the contract;

c) Current account number for other operations in Accredited Banks (Banco do Brasil, BANCOOP, BANRISUL, BRADESCO, Caixa Econômica Federal, Itaú, Santander or SICREDI), and name of the agency, within 5 (five) business days, counted from the start of the contract. All copies must be in A4 size and copies of documents must be individual.

16 FINAL PROVISIONS

16.1 Observing the publication date of the final result ratification in the Official Gazette of the Union, per vacancy(ies)/discipline(s)/workplace, the validity period of the Selective Process will be 2 (two) years, and cannot be extended.

16.2 The Final Result of the Selective Process will be approved per vacancy/discipline/curricular unit/area of activity/workplace and can only be annulled or revoked due to illegality or public interest.

16.3 The Final Result of the Selective Process will be approved per vacancy/discipline/curricular unit/area of activity/workplace and can only be annulled or revoked due to illegality or public interest.

16.4 The classified candidate must keep their data updated at the website <https://sistemas.unifal-mg.edu.br/app/rh/inscricoes>, being responsible for damages resulting from its non-update.

16.5 No document proving classification and/or scores will be provided to the candidate, the ratification of the Final Result of the Selective Process, published in the Official Gazette of the Union, being valid for this purpose.

16.6 It is the sole responsibility of the candidate to monitor the publication of all acts, Public Notice and communications related to this Selective Process in the Official Gazette of the Union, and at the website <https://www.unifal-mg.edu.br/dips/professor-visitante/>.

16.7 Will be excluded from the Selective Process the candidate who:

I – makes a false or inaccurate statement in any document;

II – uses or attempts to use fraudulent means to obtain their own ratification or that of third parties, in any phase of the selection process;

III – acts incorrectly or discourteously towards any member of the Examining Board or Organizing Committee.

16.8 Even if there is no appeal, the Rector may invoke all documentation of the Selective Process, annulling it if necessary, if they become aware of any irregularity in its processing or in its result.

16.9 Complementary norms, annexes, complementary Public Notice and any communications that may be published are an integral part of this Public Notice and are available to interested parties at the website <https://www.unifal-mg.edu.br/dips/professor-visitante/>.

16.10 The candidates classified in the selection process may be hired by UNIFAL-MG, including for other campuses, in the interest of the Administration, if during the validity period of the Selective Process there is a lack of professors in the disciplines/curricular units contained in this Public Notice, observing current legislation.

16.11 More information can be obtained at the Directorate of Selective Processes - DIPS by e-mail: dips@unifal-mg.edu.br or by telephone +55 (35) 3701-9290/9291, from Monday to Friday, from 8:30 am to 11:00 am.

16.12 Omitted cases will be resolved by the Director of Selective Processes, in conjunction with the Academic Units involved at UNIFAL-MG.

ANNEX I

DATES OF THE SELECTIVE PROCESS AND DESCRIPTION OF THE VACANCY AND RESPONSABILITIES/AREAS OF ACTIVITY WITH RESPECTIVE MINIMUM SCORE

1. DATES:

1.1 Framing stage in one of the subcategories of Visiting Professor and Foreign Visiting Professor: 06/01 to 06/03/2026

1.2 Work Plan Evaluation Process: 06/10 to 06/12/2026

1.3 Academic Credentials Evaluation Process: 06/17 to 06/19/2026

2. VACANCY DESCRIPTION (AS PER TABLE 1 OF THE PUBLIC NOTICE)

According to the table of areas of knowledge available on the website <https://www.gov.br/capes/pt-br/ acesso-a-informacao/acoes-e-programas/avaliacao/instrumentos/documentos-de-apoio-1/tabela-de-areas-de-conhecimento-avaliacao>. If more than one area is indicated, the score attributed to each article will be performed using the area that assigns the highest Qualis classification to the article.

ANNEX II

SPECIAL CONDITIONS FOR CARRYING OUT THE EXAMS AND VACANCIES RESERVED FOR PEOPLE LIVING WITH DISABILITIES, BLACK, INDIGENOUS AND/OR QUILOMBOLA PEOPLE.

1. VACANCIES RESERVED FOR CANDIDATES LIVING WITH DISABILITIES AND SPECIAL CONDITIONS FOR CARRYING OUT THE EXAMS

1.1. Of the vacancies reserved for the same position and the same disciplines of this call for applications and those that may be created during the validity period of the tender, 5% (five percent) will be filled in accordance with § 2 of article 5 of Law nº 8.112, of December 11, 1990 and Decree nº 9.508/2018.

1.1.1. If the application of the percentage referred to in sub-item 1.1 of this Annex II results in a fractional number, it must be rounded up to the first subsequent integer, provided that it does not exceed 20% of the vacancies offered per position, under the terms of § 2 of Art. 5º of Law nº 8.112/1990.

1.1.2. Once the option for one of the vacancies reserved for disabled people is declared at the time of registration, no subsequent alteration will

be admitted.

1.2. Those who express interest in competing for this(these) vacancy(ies) at the time of registration in the public tender may compete for the vacancy(ies) reserved for PWD, provided that the following is observed: People with disabilities are considered to be those who fall into the categories described in Art. 4º of Decree n.º 3.298/1999, with the changes introduced by Decree n.º 5.296/2004, in § 1º of Art. 1º of Law n.º 12.764/2012 (autism spectrum disorder), in Law n.º 14.126/2021 (monocular vision), Law n.º 15.176/2025 (Fibromyalgia Syndrome or Chronic Fatigue or Complex Regional Pain Syndrome or other related diseases) observing the provisions of Art. 2º of Law 13.146/2015.

1.3. The candidate with a disability may request at the time of registration, in the manner established in item 4.4 of this call for applications, **special assistance** for carrying out the exams, indicating the assistive technologies and/or specific conditions they need to carry them out, as per sub-item 1.3.1 of this Annex. To do so, they must observe and comply, obligatorily, with sub-items 4.4 and 4.5 of this call for applications, sending at the time of registration, **exclusively via the Registration System, a report/opinion** issued by a multidisciplinary team or medical specialist in the area of their disability (of the impediments presented), which attests to the special need, as provided for in art. 4, §§ 1 and 2, of Decree nº 9.508/2018. The documentation characterizing the disability must have been issued within the last thirty-six months counted from the date of publication of the Public Notice, except in the case of candidates whose disability falls under Art. 1º, § 1º, of Law nº 12.764, of December 27, 2012, or candidates with other irreversible impediments that characterize permanent disability. It must expressly state whether or not there is a disability condition, stamp or authenticity and medical registration in the CRM.

1.3.1 Access to the following assistive technologies will be ensured for carrying out the exams, with regard to their adaptation, without prejudice to reasonable adaptations that may be necessary and subject to the analysis of the feasibility and reasonableness of the request:

I - for candidates with visual impairment:

- a) exam printed in braille;
- b) pr exam printed in enlarged characters, with indication of font size;
- c) exam recorded in audio by a reading invigilator, with fluent reading;
- d) exam in digital format for use of a computer with screen reading or screen magnification software;
- e) designation of an invigilator to assist in transcribing the answers;

II - for candidates with hearing impairment:

- a) exam recorded on video by a Brazilian Sign Language - Libras interpreter invigilator;
- b) authorization for the use of a hearing aid, subject to inspection and approval by the competition Coordination, in order to guarantee the integrity of the selection process;

III - for candidates with physical disabilities:

- a) adapted furniture and adequate spaces for carrying out the exam;
- b) designation of an invigilator to assist in handling the exam and transcribing the answers;
- c) easy access to the exam rooms and other collective use facilities at the place where the selection process will be held.

1.3.2. UNIFAL-MG reserves the right to submit requests for special conditions for carrying out the exams to the multidisciplinary team, designated for this purpose, as per sub-item 1.7 of this Annex II.

1.4. Notwithstanding the special provisions contained in this call for applications, candidates with disabilities will participate in the competition under equal conditions with other candidates, with regard to the content of the exams, evaluation/correction and approval criteria, time and place of application of the exams, the minimum score required for other candidates, and all other governing rules of the competition.

1.4.1. Candidates with disabilities will compete concurrently for vacancies reserved for black people, if they meet this condition, and for vacancies destined for broad competition, according to their classification in the competition.

1.5. The candidate with a disability who does not send a copy of the opinion/report from a multidisciplinary team and/or doctor, under the terms established in item "b" of item 4.4 of this Call for Applications, as a means of proving the disability condition, will be automatically eliminated from the modality of vacancy eventually reserved for people with disabilities.

1.5.1. The candidate with a disability who does not register according to the instructions contained in this call for applications will not be able to file an appeal in favor of their situation.

1.6. Candidates who, at the time of application, declare themselves as persons with disabilities and choose to compete for vacancies reserved for persons with disabilities shall, if approved in the public selection process, appear on the general ranking list together with the other candidates for the same position, with their respective scores and rankings, in compliance with the reservation of vacancies established under Decree 9.508/2018.

1.7. Prior to the approval of the Final Result of the public selection process, the disability status of the approved candidate shall be confirmed through a medical assessment. For this purpose, candidates classified as persons with disabilities shall be summoned to appear before a multidisciplinary committee, pursuant to Decree nº 9.508/2018, composed of three (3) qualified professionals working in the areas related to the candidate's disability, including at least one physician, as well as three (3) professionals from the career area for which the candidate is applying. The committee shall determine whether the candidate qualifies as a person with a disability for the purposes of reserved vacancies and whether the disability is compatible with the duties of the position. The candidate's presence is mandatory.

1.7.1. The summons for the medical assessment shall be published on the selection process website, indicating the probable location, date, and time of the assessment.

1.8. The evaluation of aspects related to the work capacity of candidates with disabilities shall comply with Decree nº 3.298/99 and its amendments.

1.9. The multidisciplinary committee shall issue a conclusive report, taking into consideration the information provided by the candidate at the time of application, the provisions of the sole paragraph of Art. 5º of Decree 9.508/2018, the nature of the duties and essential tasks of the position, the feasibility of accessibility conditions and workplace environment, the possibility of the candidate's use of assistive devices or customary aids, and the evaluation result based on §1 of Art. 2 of Law nº 13.146/2015, as well as the International Classification of Diseases (ICD) documentation presented.

1.10. The final decision issued by the multidisciplinary committee regarding the medical assessment shall be final and binding and shall be published on the selection process website.

1.10.1. Exceptionally, if the medical assessment concludes that the disability does not fall within the categories referred to in item 1.2 of this Annex II, or that the identified disability is incompatible with the duties of the position (unfitness), the candidate may request a new medical assessment within two (2) business days from the publication date of the final decision of the multidisciplinary committee. The reassessment shall be conducted

by the Official Medical Board of UNIFAL-MG, whose decision regarding the candidate's qualification as a person with a disability and the degree of disability shall be final.

1.10.2. The Official Medical Board shall issue its conclusion within up to five (5) business days from the date of the reassessment, and no appeal shall be permitted.

1.10.3 If the disability is not confirmed, including in cases of absence from the medical assessment, the candidate shall compete under the broad competition category, provided that their final score qualifies them for such classification.

1.11. Failure to comply with items 1.7 through 1.10.3 of this Annex II, failure in the medical assessment, or absence from the assessment shall result in the loss of the right to compete for reserved vacancies for persons with disabilities.

1.12. Reserved vacancies not filled due to lack of eligible candidates with disabilities, failure in the selection process, or failure in the medical assessment shall revert to the broad competition category and shall be filled by the remaining approved candidates in strict order of ranking.

1.13. Failure by the candidate to comply with any provision of this Call for Applications shall result in the loss of the right to appointment to vacancies reserved for persons living with disabilities.

1.14. The report issued by the multidisciplinary committee and/or the medical report shall be valid exclusively for this public selection process and shall not be considered for any other selection procedures unless resubmitted by the candidate in accordance with the deadlines and procedures established in the respective Public Notice.

1.15. After appointment, the disability may not be invoked as justification for retirement benefits.

2. VACANCIES RESERVED FOR BLACK CANDIDATES

2.1. Twenty percent (20%) of the vacancies for the same position and disciplines covered by this Call for Applications, as well as those created during the validity period of the public selection process, shall be reserved for Black candidates in accordance with Law nº 12.990, of July 9, 2014.

2.2. If the application of the percentage referred to in item 2.1 results in a fractional number, it shall be rounded up to the next whole number when the fraction is equal to or greater than 0.5, or rounded down when the fraction is less than 0.5, pursuant to §2 of Art. 1 of Law nº 12.990/2014.

2.3. To compete for reserved vacancies, candidates must, at the time of application, choose to apply under the reserved-vacancy system for Black candidates by completing a self-declaration identifying themselves as Black or Brown, according to the race/color classification adopted by the Brazilian Institute of Geography and Statistics (IBGE).

2.3.1. At the time of application, candidates must inform, in the fields indicated in the UNIFAL-MG Application System, any special accommodations required for the examinations;

2.3.2. Candidates may withdraw from the reserved-vacancy system for Black candidates and change their application to the broad competition category until the end of the application period.

2.4. The information provided at the time of application is the sole responsibility of the candidate, who shall be held liable for any false statements.

2.5. If a false declaration is identified, the candidate shall be eliminated from the public selection process and, if already appointed, shall be subject to annulment of their appointment following administrative proceedings guaranteeing due process and full defense rights, without prejudice to other applicable sanctions.

2.6. Black candidates shall compete simultaneously for vacancies reserved for persons with disabilities, if eligible, and for broad competition vacancies, according to their ranking in the selection process.

2.7. Black candidates approved within the number of broad competition vacancies shall not occupy reserved vacancies for Black candidates.

2.8. In the event that a Black candidate approved for a reserved vacancy withdraws, the vacancy shall be filled by the next-ranked Black candidate.

2.8.1. If there are insufficient approved Black candidates to fill the reserved vacancies, the remaining vacancies shall revert to broad competition and shall be filled according to the order of classification.

2.9. The appointment of approved candidates shall observe the criteria of alternation and proportionality, considering the ratio between the total number of vacancies and the number of vacancies reserved for persons with disabilities and Black candidates.

2.10. Candidates who, at the time of application, self-declare as Black or Brown and are approved in the public selection process shall appear both on the specific list for Black candidates and on the broad competition ranking list for the position to which they applied, provided that their self-declared status is confirmed by the University Verification Committee.

2.10.1. The candidate's self-declaration shall enjoy a presumption of relative truthfulness.

2.10.2. Prior to the approval of the final result of the public selection process, and without prejudice to item 2.10.1, the candidate's self-declaration shall be confirmed through a heteroidentification procedure. For this purpose, self-declared Black candidates shall be summoned to appear before a Verification Committee, which shall have deliberative authority to assess the candidate's declaration exclusively based on **phenotypic** criteria. The candidate's presence is mandatory. The committee shall be constituted by UNIFAL-MG in accordance with the sole paragraph of Art. 2 of Law n.º 12.990/2014, as well as [Normative Instruction MGI/MIR/MPI nº 261/2025](#) and [Resolution nº 74/2024 of the University Council of UNIFAL-MG](#).

2.10.2.1. The Verification Committee shall deliberate by majority vote and issue a reasoned opinion. The contents of such opinion shall have restricted access pursuant to Art. 31 of Law nº 12.527, of November 18, 2011.

2.10.2.2. The deliberations of the Verification Committee shall be valid exclusively for this public selection process and may not be used for any other purpose.

2.10.2.3. The candidate's phenotypic characteristics at the time of the heteroidentification procedure shall be considered.

2.10.2.4. For the purposes of item 2.10.2, no previous records or documents shall be considered, including photographs, certificates, or confirmations from heteroidentification procedures conducted in federal, state, district, or municipal selection processes.

2.10.2.5. Candidates who choose to compete for vacancies reserved for Black candidates, even if they achieve sufficient scores for approval under the broad competition category, and who meet the eligibility requirements established in this Call for Applications, must undergo the heteroidentification procedure.

2.10.2.6. The summons for the heteroidentification procedure shall be published on the selection process website at: <https://www.unifal-mg.edu.br/dips/professor-do-magisterio-superior>.

2.10.2.7. Candidates who fail to appear for the heteroidentification procedure shall be eliminated from the public selection process, and no supplementary summons shall be issued for non-qualified candidates.

2.10.3. Self-declared Black candidates who are approved and summoned must appear in person and submit to the Verification Committee, at the time of the heteroidentification interview, the declaration available at <https://www.unifal-mg.edu.br/dips/professor-do-magisterio-superior>, according to the vacancy category for which they applied, duly printed and signed.

2.10.4. At least three (3) times the number of vacancies reserved for Black candidates provided for in this Call for Applications, or ten (10) candidates, whichever is greater, shall be summoned for the heteroidentification procedure, provided that the approval conditions established in this Public Notice are met.

2.10.5. Candidates qualified within the number established in item 2.10.4 shall be summoned to participate in the heteroidentification procedure, with indication of the probable location, date, and time.

2.10.6. The decision of the Verification Committee, valid exclusively for this public selection process, shall be published at: <https://www.unifal-mg.edu.br/dips/professor-do-magisterio-superior>.

2.10.7. Administrative appeals against the decision of the Verification Committee may be filed within up to two (2) business days after publication of the result and shall be addressed to the Appeals Committee, pursuant to this Annex II.

2.10.7.1. In rendering its decisions, the Appeals Committee shall consider the audio and video recording of the heteroidentification procedure, the opinion issued by the Verification Committee, and the content of the appeal submitted by the candidate.

2.10.7.2. Appeals against the decision of the Verification Committee must be addressed to the Appeals Committee and submitted to the Directorate of Selective Processes (DIPS), **exclusively through the Application System** (available at: under the "Upload" / "My Uploads" / "Documents" / "Appeal against Heteroidentification Result" tab. The appeal must include the identification "Appeal – Public Notice No. ____", the candidate's name, address, e-mail address, registration number, position title, signature, and the grounds for appeal..

2.10.8. Appeals submitted by postal mail, fax, e-mail, or outside the established deadline shall not be accepted, even in cases of force majeure.

2.10.9. No further appeal shall be permitted against decisions issued by the Appeals Committee.

2.10.10. The final result of the heteroidentification procedure, issued by the Appeals Committee and valid exclusively for this public selection process, shall be published at: <https://www.unifal-mg.edu.br/dips/professor-do-magisterio-superior>.

2.11. The heteroidentification procedure referred to in item 2.10.2, expected to last between five (5) and ten (10) minutes, shall address matters related to the candidate's phenotype.

2.11.1. The heteroidentification procedure shall be audio and video recorded by UNIFAL-MG for future use in the assessment of appeals submitted by candidates whose self-declarations are rejected. The recordings shall be stored by the Institution for six (6) years, in accordance with current legislation.

2.11.2. Candidates who refuse to be recorded during the heteroidentification procedure, pursuant to item 2.11.1, shall be eliminated from this public selection process, and no supplementary summons shall be issued for non-qualified candidates.

2.11.3. Audio and/or video recording of the interview by any other person present during the procedure is prohibited.

2.11.4. Candidates may request access to the recording. A date, time, and location shall be scheduled in advance so that the candidate, accompanied by a UNIFAL-MG staff member, may view the interview. To do so, the candidate must submit a request to DIPS through the campus Records Office.

2.12. The Verification Committee for self-declarations shall adopt the following criteria::

2.12.1. Only Black phenotypic characteristics shall be considered for purposes of analysis and validation, excluding considerations related to ancestry.

2.12.1.1. Phenotype shall mean the set of physical characteristics of the individual, predominantly skin color, hair texture, and facial features, whether combined or not, which may validate or invalidate the self-declaration.

2.12.1.2. Additional verification criteria and regulations may also be published at: <https://www.unifal-mg.edu.br/dips/professor-do-magisterio-superior>.

2.13. Candidates shall not be considered eligible under the category of Black or Brown persons if they fall under at least one of the following situations:

- a) Failure to submit the declaration in the form established in item 2.10.3;
- b) Failure to attend the interview conducted by the Verification Committee established by UNIFAL-MG;
- c) Failure of the Verification Committee to confirm the self-declaration through the heteroidentification procedure.

2.14. If the self-declaration is denied in the heteroidentification procedure, the candidate may continue participating in the public selection process under the broad competition category, provided that they achieved sufficient scores in each previous stage to proceed.

2.15. In the event of evidence or allegations of fraud or bad faith in the heteroidentification procedure, the matter shall be forwarded to the competent authorities for appropriate measures.

2.15.1. If fraud or bad faith in the heteroidentification procedure is confirmed by the competent authorities, while ensuring due process and full defense rights:

- I - if the selection process is still ongoing, the candidate shall be eliminated;
- II - if the candidate has already been appointed, their appointment to the public service position shall be annulled, without prejudice to other applicable sanctions.

2.16. Pursuant to the sole paragraph of Article 2 of Law n.º 12.990/2014, candidates who submit false declarations shall be eliminated from the public selection process, without prejudice to other applicable sanctions.

2.17. In the event of denial of a candidate's self-declaration due to non-confirmation, no supplementary summons shall be issued for candidates who were not initially called to the heteroidentification procedure.

3. SPECIAL CONDITIONS FOR BREASTFEEDING CANDIDATES

3.1. Candidate mothers shall be guaranteed the right to breastfeed their child up to six (6) months of age (completed by the examination date) during the administration of the examinations. To exercise this right, breastfeeding candidates must request special accommodation at the time of application by completing the application form in the specific field "need for special accommodations during examinations," pursuant to [Law Nº 13.872/2019](#).

- 3.1.2. Breastfeeding candidates must bring an adult companion on the examination day and submit, at least thirty (30) minutes before the start of the examination, the child's birth certificate as proof of age and maternity, the companion's identification document, and a signed declaration stating that the adult companion is responsible for caring for the child during the examination period.
- 3.2. Breastfeeding candidates shall take the examinations in a regular examination room together with the other candidates and shall not be allowed to enter the examination room accompanied by the infant. The companion of the breastfeeding candidate shall also be prohibited from entering the examination rooms.
- 3.3. Breastfeeding candidates shall be entitled to breastfeed every two (2) hours for up to thirty (30) minutes per child.
- 3.3.1. During the breastfeeding period, the mother shall be accompanied by an examination proctor or a member of the Examining Board.
- 3.3.2. The time spent breastfeeding shall be compensated with additional examination time of equal duration.
- 3.4. DIPS shall not provide childcare companions. Candidates who arrive with a child but without a companion shall be denied access to the examination site.
- 3.4.1. Considering the diversity of family structures, in cases where the infant may have younger siblings and the family has no one available to care for them, and upon express request by the candidate, UNIFAL-MG may allow the responsible adult, the infant, and siblings up to six (6) years of age to use the Children's Playroom.
- 3.4.2. Access to the Children's Playroom shall be subject to analysis of feasibility, space availability, and reasonableness of the request. The candidate shall be informed by e-mail using the address registered at the time of application.
- 3.5. The companion of the breastfeeding candidate must comply with the obligations established in this Call for Applications, under penalty of elimination of the breastfeeding candidate from the public selection process.
- 3.6. Any communication between the breastfeeding candidate and the responsible companion during the examinations must be supervised by a member of the Examining Board or by examination staff.
- 3.7. Candidates requesting special accommodations shall receive the response to their request through the Application System.
- 3.8. Approval of the special accommodations requested by the candidate for taking the examinations shall be subject to analysis of feasibility and reasonableness, and the candidate shall be informed by e-mail using the address registered at the time of application.
- 3.9. If any emergency situation arises after the application has been submitted, the candidate must immediately notify DIPS by e-mail at: dips@unifal-mg.edu.br.

4. VACANCIES RESERVED FOR INDIGENOUS AND QUILOMBOLA CANDIDATES

4.1. Individuals who self-declare as Indigenous and/or Quilombola shall be guaranteed the right to compete for the vacancies reserved under [Law nº 15.142/2025](#) (which reserves 30% of the vacancies offered in public selection processes). Candidates must monitor the Public Notice website for supplementary publications regarding verification of self-declaration, in accordance with §1 of Article 1 of the aforementioned law, which establishes that an act of the Executive Branch shall regulate the vacancies reserved for Indigenous and Quilombola candidates.

4.1.1 Pursuant to [Decree nº 12.536/2025](#), the documentary verification procedure complementary to the self-declaration of Indigenous candidates shall be carried out through analysis of documentation proving the candidate's ethnic belonging, by presentation of:

- I - a civil identification document issued by a public authority recognized under applicable law, indicating ethnic belonging;
- II - a document issued by an Indigenous community, institution, or representative organization of the Indigenous people or group recognizing the candidate's ethnic belonging, signed by at least three Indigenous members of the respective ethnic group;
- III - other documents capable of confirming the candidate's ethnic belonging, as established in the Call for Applications, such as:
 - a) proof of residence in Indigenous communities;
 - b) documents issued by Indigenous schools;
 - c) documents issued by Indigenous health agencies;
 - d) documents issued by the National Foundation for Indigenous Peoples (FUNAI) or by the Ministry of Indigenous Peoples;
 - e) documents issued by social assistance agencies;
 - f) documents included in the Federal Government's Single Registry for Social Programs (CadÚnico), established by Art. 6º-F of Law nº 8.742, December 7, 1993;
 - g) social security-related documents.

4.1.2 Pursuant to [Decree nº 12.536/2025](#), the documentary verification procedure complementary to the self-declaration of Quilombola candidates shall be carried out through analysis of documentation proving the candidate's ethnic belonging, by presentation of:

I - a declaration certifying the candidate's ethnic belonging, signed by three leaders associated with the community association, pursuant to Art. 17, sole paragraph, of Decree nº 4.887, November 20, 2003;

II - certification issued by the Palmares Cultural Foundation recognizing the community to which the candidate belongs as a Quilombola community.

4.1.3 The documents referred to in this section must be submitted exclusively through the **Application System** (available at: <https://sistemas.unifal-mg.edu.br/app/rh/inscricoes/>), no later than the end of the application period. Candidates must also present the original report/document to the examination staff on the day of the first examination for verification purposes.

ANNEX III

SUBCATEGORIES AND REMUNERATION STRUCTURE FOR HIRED CANDIDATES

1. Pursuant to [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#), the categories of Visiting Professor and Foreign Visiting Professor are divided into the following subcategories: **Senior, Intermediate, Junior, and Early-Career Doctor**. These subcategories shall receive remuneration corresponding, respectively, to the following classes and levels of the Federal Higher Education Teaching Career, pursuant to **Law nº 12.772/2012**, as amended by **Law nº 15.141/2025**.

- **Senior** → Full Professor – Class D, Level 1

- **Intermediate** → Associate Professor – Class C, Level 4
- **Junior** → Associate Professor – Class C, Level 1
- **Early-Career Doctor** → Assistant Professor – Class B, Level 1

Please refer to Table 1 in Item 1 for the classifications applicable to the vacancies in this Public Notice.

IMPORTANT: Pursuant to Art. 46, § 2º of [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#), Public Notices are not required to include all categories and subcategories.

2. The hiring of Visiting Professors and Foreign Visiting Professors shall comply with the following requirements:

- I – for the **Senior** subcategory, candidates must have held a doctoral degree for at least twenty (20) years and demonstrate relevant and consistent academic production equivalent to that of a CNPq Level 1 (A or B) Productivity Research Fellow, according to the criteria of the specific knowledge area to which the graduate program belongs (CNPq Advisory Committee);
- II – for the **Intermediate** subcategory, candidates must have held a doctoral degree for at least ten (10) years and demonstrate relevant and consistent academic production equivalent to that of a CNPq Level 2 (or C) Productivity Research Fellow, according to the criteria of the specific knowledge area to which the graduate program belongs (CNPq Advisory Committee);
- III – for the **Junior** subcategory, candidates must have held a doctoral degree for at least five (5) years and fewer than ten (10) years, with relevant and consistent academic production according to the criteria of the specific knowledge area to which the graduate program belongs (CNPq Advisory Committee);
- IV – for the **Early-Career Doctor** subcategory, candidates must have held a doctoral degree for at least three (3) years and no more than five (5) years and must demonstrate innovative academic or technical-scientific qualifications relevant to the Graduate Program in which they intend to work.

2.1 The workload regime for Visiting Professors and Foreign Visiting Professors shall be full-time exclusive dedication, corresponding to forty (40) hours per week.

3. **IMPORTANT:** The table below is provided for reference purposes only. To verify the subcategories applicable to the vacancies, refer to the **TABLE** included in the Call for Applications. The remuneration table for the Federal Higher Education Teaching Career, pursuant to **Law nº 12.772, December 28, 2012**, as amended by **Law nº 15.141, June 2, 2025**, and effective as of **April 1, 2026**, for the **Exclusive Dedication regime**, shall apply according to the respective subcategories:

EARLY-CAREER DOCTOR (Base Salary + Academic Qualification Bonus – Assistant Professor, Class “B”, Level 1)			
Workload Regime	Base Salary (BRL)	Academic Qualification Bonus (BRL)	Total (BRL)
Full-Time Exclusive Dedication	6.781,02	7.798,17	14.579,19

JUNIOR (Base Salary + Academic Qualification Bonus – Associate Professor, Class “C”, Level 1)			
Workload Regime	Base Salary (BRL)	Academic Qualification Bonus (BRL)	Total (BRL)
Full-Time Exclusive Dedication	9.616,10	11.058,51	20.674,61

INTERMEDIATE (Base Salary + Academic Qualification Bonus – Associate Professor, Class “C”, Level 4)			
Workload Regime	Base Salary (BRL)	Academic Qualification Bonus (BRL)	Total (BRL)
Full-Time Exclusive Dedication	11.131,83	12.801,61	23.933,44

SENIOR (Base Salary + Academic Qualification Bonus – Full Professor, Class “D”, Level 1)			
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Workload Regime	Base Salary (BRL)	Academic Qualification Bonus (BRL)	Total (BRL)
Full-Time Exclusive Dedication	12.245,03	14.081,78	26.326,81

ANNEX IV

CRITERIA FOR THE CURRICULUM EVALUATION IN THE SELECTION PROCESS FOR VISITING PROFESSOR POSITIONS

I - ACTIVITIES – ACADEMIC QUALIFICATIONS

ACTIVITIES	SCORE	MAXIMUM	SUPPORTING DOCUMENT
Completed doctoral degree in the area of the selection process*.	45	45	Copy of the diploma or certificate of completion indicating that the diploma is in the process of registration (issued within up to 6 months prior to the date of the Curriculum Evaluation). Minutes of the defense examination will not be accepted.
Completed master's degree in the area of the selection process*.	26	26	Copy of the diploma or certificate of completion indicating that the diploma is in the process of registration (issued within up to 6 months prior to the date of the Curriculum Evaluation). Minutes of the defense examination will not be accepted.

*For these items, only the highest academic degree shall be considered.

II – TEACHING ACTIVITIES

ACTIVITIES	SCORE	MAXIMUM	SUPPORTING DOCUMENT
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Higher education teaching at the undergraduate level in courses/curricular components (minimum workload of 15 hours)	0,005 point per teaching hour	No limit	Declaration issued and authenticated by the institution listing the courses taught, their total workloads, and the start and end dates of teaching activities (for ongoing activities, hours will be counted up to the date of the submitted document).
Teaching in lato sensu graduate programs or Professional Residency programs in courses/curricular components (minimum workload of 15 hours)	0,002 point per teaching hour	No limit	Declaration issued and authenticated by the institution listing the courses taught, their total workloads, and the start and end dates of teaching activities (for ongoing activities, hours will be counted up to the date of the submitted document).
Teaching in stricto sensu graduate programs in courses/curricular components (minimum workload of 15 hours)	0,01 point per teaching hour	No limit	Declaration issued and authenticated by the institution listing the courses taught, their total workloads, and the start and end dates of teaching activities (for ongoing activities, hours will be counted up to the date of the submitted document).
Distance education tutoring (undergraduate or graduate courses) exceeding 15 hours	0,001 point per teaching hour	5	Declaration issued and authenticated by the institution listing the tutored courses, total workloads, and start and end dates of the activity (for ongoing activities, hours will be counted up to the date of the submitted document).
Completed postdoctoral supervision	1 point per supervision	5	Declaration issued and authenticated by the Graduate Program where the supervision was conducted.
Supervision of completed and approved doctoral dissertations	4 point per supervision	12	Declaration issued and authenticated by the home institution (Course Coordination, Graduate Program Coordination, Academic Unit Directorate, or Provost Office).
Co-supervision of completed and approved doctoral dissertations	2 point per supervision	6	Declaration issued and authenticated by the home institution (Course Coordination, Graduate Program Coordination, Academic Unit Directorate, or Provost Office).
Supervision of completed and approved master's dissertations	2 point per supervision	12	Declaration issued and authenticated by the home institution (Course Coordination, Graduate Program Coordination, Academic Unit Directorate, or Provost Office).
Co-supervision of completed and approved master's dissertations	1,0 point per supervision	6	Declaration issued and authenticated by the home institution (Course Coordination, Graduate Program Coordination, Academic Unit Directorate, or Provost Office).
Supervision of monographs in lato sensu graduate programs (Specialization and Residency programs)	0,25 point per supervision	5	Declaration issued and authenticated by the home institution (Course Coordination, Graduate Program Coordination, Academic Unit Directorate, or Provost Office).
Supervision of completed undergraduate final course projects or academic tutoring	0,1 point per supervision	5	Declaration issued and authenticated by the home institution (Course Coordination, Graduate Program Coordination, Academic Unit Directorate, or Provost Office).
Supervision of undergraduate research projects approved by Higher Education Institutions or research institutions, Institutional Teaching Initiation Scholarship Program (PIBID), or Pedagogical Residency Program	0,5 point per supervision	5	Declaration issued and authenticated by the home institution (Course Coordination, Graduate Program Coordination, Academic Unit Directorate, Provost Office, funding agency, or sponsoring institution).
Supervision, oversight, or preceptorship of completed internships in institutions affiliated with Higher Education Institutions	0,2 point per student/semester	4	Declaration issued and authenticated by the institution listing internships, interns, and duration (ongoing activities shall not be considered).
Tutor of PET groups (Tutorial Education Program or Education through Work Program)	0,5 point per year	2,5	Declaration issued and authenticated by the home institution (Course Coordination, Academic Unit Directorate, Provost Office, funding agency, or sponsoring institution).

III – RESEARCH ACTIVITIES

ACTIVITY	SCORE	MAXIMUM	SUPPORTING DOCUMENT
Scientific articles published or accepted for publication in specialized journals in the area of the selection process, according to CAPES Qualis classification			
Qualis A1	4,0 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.

Qualis A2	3,5 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.
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Qualis A3	3,0 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.
Qualis A4	2,5 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.
Qualis B1	2,0 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.
Qualis B2	1,5 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.
Qualis B3	1,0 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.
Qualis B4	0,5 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.
Qualis C	0,2 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing the journal name, ISBN or ISSN, title of the work, author name, and initial page; 2) First page of the article; 3) Most recent Qualis evaluation available at: https://sucupira.capes.gov.br/qualis-periodico Information regarding electronic journals must include the webpage link.
Without Qualis classification	0,1 points/article	No limit	For each publication, attach: 1) Table of contents or cover page containing journal name, ISBN or ISSN, title, author name, and initial page; 2) First page of the article. Information regarding electronic journals must include the webpage link.
Scientific work awarded at an international event in the area of the selection process.	1,5 point/award	15	Certificate, event program, or webpage indicating the award, including the event name, date, location, committee, and organizing institution.
Scientific work awarded at a national event in the area of the selection process.	0,5 point/award	5	Certificate, event program, or webpage indicating the award, including the event name, date, location, committee, and organizing institution.
Full article published in proceedings of an international scientific event without Qualis classification.	1,5 points/article	15	For each publication, attach: 1) Proceedings table of contents, cover page, or webpage indicating event name, ISSN (if applicable), webpage, title, author name, and initial page; 2) First page of the article.
Full article published in proceedings of a national scientific event without Qualis classification.	0,5 points/article	5	For each publication, attach: 1) Proceedings table of contents, cover page, or webpage indicating event name, ISSN (if applicable), webpage, title, author name, and initial page; 2) First page of the article.

Organization of or participation in scientific or organizing committees of national or international scientific events	0,1 point/event	10	Webpage screenshot showing event name, date, location, webpage address, committee members, and organizing institution.
Oral or poster presentation at national or international scientific events in the area of the selection process	0,1 point/work	10	Declaration of participation including event name, date, and location.
Invited lecture, conference, course, or roundtable participation at national or international scientific events in the area of the selection process	1 point/event	10	Declaration confirming invited participation including event name, date, and location.
Coordination of approved scientific projects with financial funding	2 points/project	10	Official result indicating the candidate as coordinator (webpage screenshot or Official Gazette copy) or institutional declaration including project coordinator's name, dates, funding agency, and project information.
Coordination of approved scientific projects without financial funding	1 points/project	5	Official result indicating the candidate as coordinator (webpage screenshot or Official Gazette copy) or institutional declaration including project coordinator's name, dates, funding agency, and project information.
Research productivity scholarship holder	0,5 point/year	2,5	Declaration issued by CNPq or researcher profile from the CNPq Research Groups Directory.
Editor-in-Chief of a scientific journal indexed in the Institute for Scientific Information (ISI)	2 point/year	10	Webpage or journal page identifying the candidate as Editor-in-Chief or Editorial Board Member. Verify indexing at https://mjl.clarivate.com/home .
Editorial board member of a scientific journal indexed in ISI	0,5 point/journal	5	Webpage or journal page identifying the candidate as Editor-in-Chief or Editorial Board Member. Verify indexing at https://mjl.clarivate.com/home .
Ad hoc review of indexed scientific publications or projects submitted to research funding agencies	0,1 point/review	5	Declaration issued by the Editor-in-Chief or responsible authority indicating the reviewed work or project ID and year.
Authorship or organization of books in the area of the selection process registered with ISBN	2 points/book	10	Cataloging record containing author name, publication year, title, ISBN, editorial board, and publisher.
Authorship of book chapters in the area of the selection process registered with ISBN	0,5 point/chapter	5	For each publication, attach: Cataloging record, table of contents or cover page, and first page of the chapter
Patents filed in Brazil or abroad as inventor	4 points/application	20	Patent/license certificates or filing protocols issued by competent authorities.
Software registration applications	4 points/application	20	Registration certificates or filing protocols issued by competent authorities.
Participation as full member of master's or doctoral defense/qualification examination boards (excluding advisor role)	1 point/board	10	Declaration issued and authenticated by the home institution.
Participation as full member of undergraduate or specialization final project examination boards (excluding advisor role)	0,2 point/board	2	Declaration issued and authenticated by the home institution.

IV – EXTENSION ACTIVITIES

ACTIVITIES	SCORE	MAXIMUM	SUPPORTING DOCUMENT
Coordination or Deputy Coordination of Academic Extension Programs or Projects registered and certified by Higher Education Institutions (Resolution CNE/CES nº 7, December 18, 2018).	4 points/year	No limit	Institutional declaration or certificate indicating activity duration.
Coordination or Deputy Coordination of courses, workshops, or events registered and certified by Higher Education Institutions (Resolution CNE/CES nº 7, December 18, 2018).	1 point/activity/course	No limit	Institutional declaration or certificate indicating activity duration.
Coordination or Deputy Coordination of service provision activities registered and certified as Academic Extension Activities (Resolution CNE/CES nº 7, December 18, 2018 and Resolution CEPE nº 57, September 22, 2022)	2 points/activity	No limit	Institutional declaration or certificate indicating activity duration.
Collaborating member of Academic Extension Activities (Resolution CNE/CES nº 7, December 18, 2018).	0,005 point/hour	10	Institutional declaration or certificate indicating activity duration.
Seminar, course, lecture, or workshop registered and completed as Academic Extension Activity (Resolution CNE/CES nº 7, December 18, 2018 and Resolution CEPE nº 57, September 22, 2022)	0,02 point/teaching hour	5	Institutional declaration or certificate indicating activity duration.

V – ACADEMIC MANAGEMENT ACTIVITIES

ACTIVITIES	SCORE	MAXIMUM	SUPPORTING DOCUMENT
Rector, Vice-Rector, Provost, or equivalent position in public or private HEIs	3 points/semester	15	Ordinance or declaration from the responsible institution.
Director or Head of Academic or Administrative Unit	2 points/semester	5	Ordinance or declaration from the responsible institution.
Vice-Director or Deputy Head of Academic or Administrative Unit	1 points/semester	5	Ordinance or declaration from the responsible institution.
Coordinator of Undergraduate or Graduate Programs or Institutional Coordinator of Extension and/or Research	2 points/semester	10	Ordinance or declaration from the responsible institution.
Deputy Coordinator of Undergraduate or Graduate Programs or Deputy Institutional Coordinator of Extension and/or Research	1 points/semester	5	Ordinance or declaration from the responsible institution.
Director/President of scientific or technological entities, foundations, societies, or associations	1 point/year	5	Ordinance or declaration from the responsible institution.
Member of university councils, collegiate bodies, representative councils/directories, or permanent committees	0,5 point/year	2,5	Ordinance or declaration from the responsible institution.

VI – PROFESSIONAL EXPERIENCE

ACTIVITIES	SCORE	MAXIMUM	SUPPORTING DOCUMENT

Non-teaching technical or professional experience in the area of the selection process	0,2 point/semester	2	<p>a) In the case of professional experience in the private sector: copy of the Employment Record Booklet (pages containing the photograph and CTPS number, the pages indicating the start and end dates of the employment contract, and the institution's information), observing the position specified in the employment contract; and/or copy of the employment contract containing the institution's information, the candidate's full name and personal information, position held, and start and end dates of the contract; and/or declaration on institutional letterhead signed by the highest-ranking institutional authority (below the authority's signature, the authorization ordinance issued by the institution's highest governing body and/or the authorization granted by the Public Authority for the individual to act as head of the institution must be included).</p> <p>Note: Activities related to curricular internships and/or mandatory internships shall not be considered. The declaration header or footer must contain the following information: trade name of the institution/company or legal name of the maintaining organization, CNPJ registration number, and, in the case of educational institutions, the authorization acts such as decree, operating authorization ordinance, or act of establishment.</p> <p>b) In the case of professional experience in the public sector: declaration issued by the institution bearing the signature and official stamp of the highest-ranking authority (below the authority's signature, the authorization act issued by the Public Authority permitting the individual to act as institutional head must be included), containing the following information: position/function performed; start and end dates of the contract and/or start and end dates of professional activity within the institution (if the candidate still maintains an employment relationship with the institution, the date considered for evaluation of length of service shall be the issuance date of the declaration); and/or official certificate of length of service (the institutional letterhead/header/footer and authority's signature must be verified, observing the same requirements applicable to the declaration). In the case of public institutions hiring under the Brazilian labor code regime (<i>celetista</i>), the guidelines described in the previous item shall apply.</p>
Postdoctoral internship in the area of the selection process	6 points/year	12	Certificate or declaration of completed postdoctoral internship issued by the Graduate Program.

For the dimensions related to teaching activities, research activities, extension activities, academic management, and professional experience, only activities performed within the last five (5) years shall be considered for scoring purposes, taking as reference the year of publication of the Public Notice up to the deadline established for submission/presentation of documents, as well as the four (4) preceding years.

ANNEX V

RESPONSIBILITIES OF THE EXAMINING BOARD

- After the names of the members of the Examining Board have been defined by the Academic Unit, the members must sign the commitment term as provided for in [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#).
- The professor designated as Chair of the Examining Board shall, whenever requested, appear at DIPS to collect administrative materials to assist in conducting the examinations.
- At each stage of the selection process, the Examining Board shall prepare a report describing all activities carried out, in which information related to each stage of the process shall be recorded clearly and objectively, especially any events considered outside normal circumstances. All reports must be signed by the members of the Board.
- In an appropriate and secure location, evaluate the candidates' performance in the examinations according to the criteria established in the corresponding annexes of this Public Notice.
- Submit the scores for each stage of the selection process to the Directorate of Selective Processes (DIPS) through the Electronic Information System.
- At the end of the selection process, the following documents must be submitted through the Electronic Information System:
 - Curricula accompanied by the evaluation reports of the Curriculum Evaluation;
 - Work plans accompanied by the evaluation reports of the Work Plan;
 - The classification result into one of the subcategories of Visiting Professor and Foreign Visiting Professor, as provided for in [Resolution nº 75/2024 of the University Council of UNIFAL-MG](#);
 - The Final Ranking, signed by the members of the Examining Board;
 - The Final Result, signed by the members of the Examining Board;
 - The Final Report of the selection process, to be completed in the grading system and/or in the document made available by DIPS, containing records of events that occurred during the examinations, alternation of Board members, and other information related to the different evaluation methods, including candidates' names, registration numbers, scores, and respective rankings. The report must be signed by the Board members and submitted to the Directorate of Selective Processes (DIPS), together with the conclusive opinion, all through the Electronic Information System and duly authenticated within the system.
- The Examining Board shall have up to three (3) business days to submit the scores for each examination to DIPS through the Electronic Information System. DIPS shall publish the result on its notice board and official website.
- The Examining Board must electronically sign the Final Ranking, Final Result, and Final Report. If the principal member is unable to sign, the alternate member shall assume the responsibilities as Board member.

ANNEX VI

PROCEDURES, CONDITIONS, AND DEADLINES FOR REQUESTING ACCESS TO EXAMINATION RECORDS

1. A DIPS may provide candidates with their evaluation reports regarding the Classification Stage, Work Plan, and/or Curriculum Evaluation, provided that the request is submitted within up to 24 hours after publication of the result of each examination, either by e-mail dips@unifal-mg.edu.br or through the Records Office of the respective UNIFAL-MG campus referred to in item 3.1 of Annex VII of this Call for Applications, addressed to DIPS..
2. Candidates shall not be permitted to access the content or individual scores of other candidates. Access shall be granted only to documents containing public and general information and consolidated results.
3. Access to additional information shall be limited to the provision of digital copies of documents prepared by the candidate. At this stage, no opportunity shall be provided for comments, rebuttals, arguments, or requests for reconsideration before the Examining Board.

ANNEX VII

PROCEDURES, CONDITIONS, AND DEADLINES FOR FILING AND REVIEWING APPEALS

1. Candidates intending to file an appeal must observe the procedures, deadlines, dates, and times established for document submission.
 - 1.1 Failure to comply with this item shall result in the candidate's disqualification and elimination from the selection process.
2. If an appeal filed by a candidate who failed at any stage is granted and results in approval, the candidate's participation in the subsequent stage shall occur on a new date, time, and location to be announced.
3. Candidates may file appeals against the result of each examination and against the final ranking on the first business day following publication of the result, from 8:00 a.m. to 5:00 p.m., through the Application System. The appeal must contain, either in its body or in an attached file, the Appeal Petition. Candidates are responsible for ensuring the legibility and receipt of the document.
 - 3.1 Appeals must be submitted through the Application System, under the upload tab, duly signed by the candidate, scanned, and sent in **PDF format**.
4. DIPS shall forward the appellant's arguments to the Examining Board or Organizing Committee for analysis within up to two (2) business days. After receiving the opinion of the Examining Board or Organizing Committee, the Rector shall issue a decision within up to five (5) business days.
5. Appeals containing arguments related to challenges against the Call for Applications, the Examining Board, or stages of the selection process for which the appeal period has expired shall not be reviewed, either partially or fully.
6. No appeal against an appeal decision shall be permitted.
7. No appeal shall be permitted against the Final Result.

ANNEX VIII

ONSENT FOR THE PROCESSING OF PERSONAL DATA

This document aims to record the free, informed, and unequivocal manifestation by which the Data Subject, or their Legal Representative, upon registering for this selection process, **agrees** to the processing of their personal data for a specific purpose, in accordance with Law nº 13.709/2018 – the Brazilian General Data Protection Law (LGPD).

By accepting this term, the Data Subject, or their Legal Representative, consents and agrees that the Universidade Federal de Alfenas (UNIFAL-MG), headquartered at Rua Gabriel Monteiro da Silva, 700, Centro, Alfenas-MG, hereinafter referred to as the Controller, may make decisions regarding the processing of their personal data, as well as carry out operations involving collection, production, reception, classification, use, access, reproduction, transmission, distribution, processing, filing, storage, deletion, evaluation or control of information, modification, communication, transfer, dissemination, or extraction.

Personal Data

The Controller is authorized to make decisions regarding the processing and to process personal data provided during enrollment and any subsequent updates, including usernames and passwords for access to the Controller's services, as well as the image/voice of the Data Subject in academic contexts and verbal and written communications maintained between the Data Subject and the Controller.

Purposes of Data Processing

The processing of personal data shall have the following purposes: enabling the Controller to disclose data in lists, results, verifications, and document assessments throughout the process; ensuring identification of and communication with the Data Subject for professional and academic purposes; conducting studies by research bodies, with anonymization of sensitive personal data whenever possible; compliance with legal or regulatory obligations by the Controller.

Data Sharing

The Controller is authorized to share the personal data of the Data Subject with other data processing agents whenever necessary for the purposes described in this term, in compliance with the principles and guarantees established by Law 13.709/2018.

Data Security

The Controller is responsible for implementing technical and administrative security measures capable of protecting personal data against unauthorized access and accidental or unlawful destruction, loss, alteration, communication, or any form of improper or unlawful processing. Pursuant to Art. 48 of Law 13.709/2018, the Controller shall notify the Data Subject and the National Data Protection Authority (ANPD) of any security incident that may pose relevant risk or damage to the Data Subject.

Rights of the Data Subject

Pursuant to Art. 18 of Law 13.709/2018, the Data Subject has the right to obtain from the Controller, at any time and upon request:

I - confirmation of the existence of data processing;

II - access to the data;

III - correction of incomplete, inaccurate, or outdated data;

IV - anonymization, blocking, or deletion of unnecessary, excessive, or unlawfully processed data;

V - portability of the data to another service or product provider, upon express request and in accordance with regulations issued by the national authority, subject to commercial and industrial secrecy;

VI - deletion of personal data processed with the consent of the Data Subject, except in the situations provided for in Art. 16 of the aforementioned Law;

VII - information regarding public and private entities with which the Controller has shared data;

VIII - information regarding the possibility of refusing consent and the consequences of such refusal;

IX - revocation of consent pursuant to §5 of Art. 8 of Law 13.709/2018.

ANNEX IX

DECLARATION OF ACKNOWLEDGMENT OF THE PROVISIONS OF THE CALL FOR APPLICATIONS AND VACANCY ALLOCATION RULES

I, [CANDIDATE'S NAME], registered in the selection process/public competition governed by General Public Notice No. [INSERT NUMBER] and Opening Public Notice No. [INSERT NUMBER], hereby declare that I have read, understood, and am fully aware of the provisions related to the allocation of reserved vacancies, as established in the aforementioned notices.

I further declare that I am aware of and agree with the following terms:

1. After publication of the Final Result of each Opening Public Notice linked to this General Public Notice, three (3) lists of approved candidates shall be approved, grouping all vacancies according to the competition modalities: **Broad Competition List (LAC); Reserved Vacancies List for Self-Declared Black, Indigenous, and/or Quilombola Candidates (LPN); Reserved Vacancies List for Persons with Disabilities (LPD)**, considering the total number of vacancies offered in this General Public Notice.
2. The approval of the final result shall occur through the three aforementioned lists, grouping all vacancies offered in the Public Notice.
3. I understand that all approved and classified candidates shall be reclassified within the broad competition and/or reserved-vacancy lists according to the selected competition modality, considering the arithmetic mean of the final scores to ensure compliance with the legally established vacancy reservation policy.
4. I acknowledge that approval in the Opening Public Notice does not guarantee immediate appointment to the vacancy, as reclassification within the LAC, LPN, and LPD lists shall occur.
5. **I agree that appointments to vacancies reserved under affirmative action policies must occur preferentially within the number of vacancies established in the Call for Applications before continuing appointments from the Broad Competition List.**
6. In the event of appointment of additional candidates due to the creation of new vacancies reaching the minimum reservation percentage referred to in item 2.6, the order of vacancy allocation shall comply with Annex I of [Resolution nº 60/2025 of the University Council of UNIFAL-MG](#), except in cases of vacancy resulting from termination or resignation in a reserved position, in which case a candidate opting for the reserved-vacancy system shall be summoned according to ranking order.
7. I acknowledge that no appeal shall be permitted regarding the application of the vacancy distribution rules by area or the reserved-vacancy system, which follow objective and mandatory criteria established in the Public Notice.

Finally, I declare that I agree with and confirm my acknowledgment of all provisions related to reserved vacancies described in this document and in the General Public Notice, and that this declaration shall constitute an integral part of the application process.

Place and date: _____

Signature: _____