



CALL FOR APPLICATIONS Nº 682 of December 5, 2019.

Opening of simplified selection process for hiring Brazilian or foreign visiting professors in the Area/Subarea of **Gynecology/Molecular and Structural Biology in Gynecological Endocrinology**.

SEI Unifesp Process nº 23089.116253/2019-95

The **VICE-RECTOR OF GRADUATE STUDIES AND RESEARCH OF THE FEDERAL UNIVERSITY OF SAO PAULO**, in the use of its legal and statutory attributions and considering the provisions of the article 37, item IX and 207 of the Federal Constitution of 1988, Federal Laws No. 8.745, of 9/12/1993; No. 9,394 of December 20, 1996, No. 9,784 of January 29, 1999, No. 12,772 of December 28, 2012, with amendments to Law No. 12,863 of September 24, 2013; No. 13,325, of 7/29/2016; No. 13,656, 4/30/2018; Decree No. 9,739, of 3/28/2019; Normative Instruction No. 01 of August 27, 1919 of the Ministry of Economy; CONSU Resolution No. 155 of 09/12/2018, available at <http://www.unifesp.br/resolucoes> and Normative Guidance SRH/MP No. 5 of 10/28/2009 and Normative Instruction 01 of 09/09/2019 of the Vice Rectorate of Graduate Studies and Research (In Portuguese: ProPGPq), available at <https://www.unifesp.br/reitoria/proppgq/> and the one instituted in this Call, makes public the opening of applications to select candidates, through the **SIMPLIFIED SELECTIVE PROCESS (SSP)**, for the hiring of Visiting Professor, for a fixed period of time, to meet the temporary need, of exceptional public interest, under the following conditions and characteristics:

1 PRELIMINARY DISPOSITIONS

1.1 The SSP is ruled by this Call and its Attachments, published in full in *Diário Oficial da União* and available at: <http://www.unifesp.br/reitoria/proppgq/proppgq/professor-visitante/editais-pss-2019>, whose organization will occur as provided for in Article 12 of the CONSU Resolution No. 155/2018.

1.2 The **SSP** includes the general guidelines of the 2016-2020 Institutional Development Plan (IDP) and aims to reinforce the convergence of knowledge on contemporary themes, new areas and research issues; the impetus for growth, qualification and internationalization of research and graduate studies; the encouragement of initiatives *intercampus* and interdisciplinary; supporting the inseparability between teaching, research and extension and the participation in national and international networks.

1.3 The hired visiting professor should work primarily in the qualification, systematization, evaluation and expansion of multidisciplinary experience related to Social Innovation, Culture, University Extension and Communication Strategies, as well as the structuring of new relevant and



convergent areas of knowledge production. They will have as recommended criteria: qualified scientific production, proven formative experience, national and international projection, qualification to support, contribute and improve activities of relevant academic interest, contributing to the improvement of teaching, research and extension programs.

1.4 The hiring of a visiting professor is not intended for continuing performance in teaching undergraduate. Undergraduate teaching, if necessary, should be justified and analyzed in the context of the Work Plan.

1.5 **Identification of the Proponent:** Department of Gynecology/ Paulista School of Medicine/ Campus São Paulo

1.6 **Identification of the vacancy place:** Department of Gynecology/ Paulista School of Medicine

1.7 **Number of offered vacancies:** 01 (one)

1.8 **Application period:** From 12/10/2019 to 01/06/2020.

1.9 **Expected Remuneration:** will be defined by an equivalence analysis to be executed by the Commission of the Coordinators of the Graduate and Research Chamber, advisory body of the Rector of Graduate Studies and Research, observing the pay ranges of the Career and Career Plan of the Federal Superior Magisterium in the form of Annexes III and IV of Law No. 13.325, of 7/29/2016.

1.10 **Working Regime:** 20 (twenty) hours.

1.11 **Hiring Term:** Brazilian visiting professor - 12 (twelve) months extendable for the same period, at Unifesp's discretion, provided that the term does not exceed 24 (twenty-four) months; foreign visiting professor - 24 (twenty four) months extendable for the same period, at Unifesp's discretion, provided that the contract does not exceed 48 (forty eight) months.

1.12 The employment contract for a fixed period shall comply with the work regime provided for in **item 4** of this Call, and it is not permitted to change this regime, at the time of hiring, in the course of the employment contract and / or the respective extensions.

2 HIRING REQUIREMENTS

2.1 To have been approved in the **SSP**;

2.2 The hiring of the visiting professor should be approved by the Graduate and Research Council and made by the Vice-Rector of People Management.

2.3 The professional hired as a Visiting Professor shall:

a) hold the title of PhD for at least two years;



- b) be a professor or researcher of recognized competence in his area; and
- c) have relevant scientific production, preferably in the last 5 (five) years.

2.4 Graduate (Doctorate) diplomas shall be duly registered (if national) and, in the case of foreign diplomas not yet recognized and registered by a Brazilian University, pursuant to Article 48 of Law No. 9,394/96, these shall be submitted to the a equivalence assessment by a special commission of Unifesp instituted for such purpose, which will issue a skillful document/opinion attesting to this situation, at no cost to the holder, valid only for the hiring resulting from this selection process.

2.5 The following people may not be hired as visiting professors, servers of the Direct or Indirect Administration of the Union, the States, the Federal District and the Municipalities, as well as employees of public companies or joint stock companies, of its subsidiaries and controlled.

2.6 Candidates who have worked as substitute professors or visitors professors may not be re-employed under Law No. 8,745/93, before 24 (twenty-four) months have elapsed from their previous contract.

2.7 The retired Unifesp professor, regardless of the work regime exercised in the activity, may be hired for a fixed term, in accordance with current legislation.

2.8. Exceptionally, the hiring of the visiting professor without doctoral degree may be made in view of the notorious technical, scientific and professional qualification, through analysis of curriculum vitae, as provided by Unifesp.

3 IMPUGNMENT OF THE CALL

3.1 Any citizen may objectively contest this call or its eventual alterations by filing it through the email address **profvisitante@unifesp.br** or, if he or she prefers, in person or by proxy, at the Unifesp Protocol Sector, located at Sena Madureira Street, 1500 - Ground Floor - Vila Clementino - São Paulo/SP, from Monday to Friday, from 9 am to 12 pm and from 1 pm to 4 pm, excluding holidays and amendments, within 2 (two) business days of the publication of this Call.

3.1.1 The attorney-in-fact shall provide a simple and original letter of attorney, without the need for notarization, and shall be accompanied by a simple copy of the citizen's identification document and a simple copy of the attorney's identification document which should present your original document for validation.

3.1.2 The attorney' signature on the letter of attorney must be the same as that on the copy of the candidate's identification document presented by the attorney at the time of the impugment.

3.2 Requests for impugment will be judged by ProPGPq.

3.3 The contestant must, necessarily, indicate the item that will be objected to and its legal basis.



3.4 Responses to the objections shall be made available in a single file at the address profvisitante@unifesp.br, within two (2) business days of the end of the objection period.

3.4.1 An administrative appeal may be filed against the decision rejecting the objection.

3.4.2 The appeal shall be addressed to the authority which issued the decision, which, if not reconsidered within five days, shall refer it to the Head of the Institution.

3.4.3 The administrative appeal against the contestation of the Call will not have suspensive effect.

4 SSP SPECIFICATIONS

Area / Subarea	Requirements	Number of vacancies	Minimum Qualification Required	Work Regime
Gynecology: Molecular and Structural Biology in Gynecological Endocrinology	<ul style="list-style-type: none">- PhD Certificate- Proven experience in Molecular and Structural Biology in Gynecological Endocrinology- International Experience	01	<ul style="list-style-type: none">I - be a carrier of the title of doctor for at minimum 2 (two years);II – have recognized competence * in their area; andIII – have relevant scientific production, preferably in the last 5 (five years).	20 hours

* Acknowledged Competency - criteria defined in ProPGPq Normative Instruction N. 01 of 09/09/2019

4.1 DESCRIPTION OF THE DESIRED ACTIVITIES

4.1.1 The candidate must have a degree in health, PhD in Molecular or Cellular Biology or related areas applied to Gynecology at the country of origin or abroad. Having a postdoctoral degree in the project area is desirable. Research experience is required in the fields of Molecular and Cellular Biology or related fields applied to Gynecology with proven experience through articles published in international journals.

4.1.2 The selected professor will develop a work plan that must include research project in the area of Structural Biology in Gynecological Endocrinology. The proposal must be submitted



through an activities' plan related to the proposer's goal. The activities to be developed should include orientation and co-orientation of students and assist in the writing and review of scientific production of the research group.

4.1.3 The selected professor must have experience in planning and monitoring experiments involving molecular and cellular biology techniques, interpretation of analytical results, and practical biosafety knowledge and ethical standards for human research. Knowledge in data analysis tools and bioinformatics is desirable.

5 APPLICATION PROCEDURES

5.1 The following documents are required for registration:

- a) simple copy of proof of doctoral degree or equivalent;
- b) a simple copy of the photo identification document (Driver's License, ID, Work Card or Passport)
- c) scanned copy of the Application Form, as per ANNEX I to this Call, filled and signed and addressed to ProPGPq, available at the Address <http://www.proppgq.unifesp.br/profvisitante>.
- d) curriculum vitae or lattes;
- e) work plan, with a maximum of 10 pages, correlated, referenced and contextualized to the contemporary topics of the intended area/subarea, as well as to the Unifesp Institutional Development Project, which can be consulted at the website <http://www.unifesp.br/reitoria/proppgq/proppgq/professor-visitante/editais-pss-2019>;

5.2. Applications will be made exclusively by electronic mail at: <http://www.unifesp.br/reitoria/proppgq/proppgq/professorvisitante/editais-pss-2019> in the period from 10/01/2019 to 10/20/2019.

- a) Complete available application form at <http://www.proppgq.unifesp.br/profvisitante>.
- b) Submit the documents listed in item 5.1 in PDF format with the respective IDs, maximum size 2MB;

5.2.3 Applications that are not as required in the items 5.1 and 5.2 will be rejected;

5.3 Unifesp will send a confirmation receipt of the registration data to the electronic address provided by the applicant, as stated in the item 5.2;

5.4 If double registration is found in the same Call for the same candidate(s), it will be considered the most recent application, disregarding the previous one(s);



5.5 Unifesp will not be responsible for any request for registration not received for technical problems, communication failures, line congestion as well as other factors that make data transfer impossible.

6 SSP

6.1 The SSP will consist of the following assessments:

- a) Classificatory Analysis of the Work Plan;
- b) Classificatory analysis of the candidate's curriculum vitae or curriculum lattes.

6.2 In reviewing the applicant's work plan, curriculum vitae or curriculum lattes will be taken into consideration and scored:

EVALUATION TABLE

Item	Criteria	Weight
A	Candidate's academic/scientific merit	3
B	Merit and viability of the proposed Work Plan	2
C	Relevance or impact of the Work Plan on projects accomplished for the development or consolidation of the programs(s) of graduate degree or requesting instance(s)	3
D	Relevance of the work plan to the socio-cultural environment and economic environment in which Unifesp operates	2

6.2.1 A score from 0 (zero) to 10 (ten), with up to two decimal places, will be assigned to the work plan, curriculum vitae or curriculum lattes, as relevant and included in the areas of knowledge and the special teaching, research or extension program to be attended by this selection process, respecting the maximum score in item 6.2 - EVALUATION TABLE

6.2.2 In the analysis of the work plan will be taken into consideration:

- a) quality, regularity and adequacy of scientific production to the Work Plan;
- b) online research experience related to the area(s) described in the Job;



c) consistency and adequacy of the candidate's qualification to the objectives, activities and goals proposed in the Work Plan;

d) viability of the Work Plan within the term of the contract.

d.1 In the work plan the candidate shall consider the strategic objectives, pedagogical projects, the convergence of knowledge in contemporary themes areas and new areas of research, internationalization and the intercampi dimension and/or interdisciplinary and the activities to be developed.

d.2 The work plan must be presented, according to the model of ANNEX II of this Call.

6.2.3 The candidate that obtain minimum grade of 7.0 (seven) in the work plan analysis, curriculum vitae and curriculum lattes will be considered qualified.

6.2.4 For the classification will be considered the descending order of the final grades awarded to the qualified candidates;

6.2.5 In case of a tie in the minimum final weighted average, preference will be given to the applicant who successively has:

a) highest grade in the Work Plan;

b) older age.

6.2.6 If the tie persists after applying the criteria set forth in item 6.2.5 to Selection Committee will proceed to a tiebreaker.

6.2.7 The preliminary classification result of the candidates will be disclosed in the email address <http://www.propgpq.unifesp.br/profvisitante>, as per schedule provided for in Annex II.

7 SSP SELECTION COMMITTEE

7.1 The Selection Committee will consist of three (3) evaluators chosen by the Permanent Visiting Professor Technician of ProPGPq, following the indications made by the proponents of the vacancy of this Call.

7.2 Candidates will be evaluated in a non-attendance manner by a committee formed by 3 (three) professors of the area or, failing these, of a related area, which will proceed curriculum vitae analysis of the candidates, accompanied by the registration documents.

7.2.1 The Selection Committee will post the evaluation notes in the Scoreboard provided by Unifesp, subject to the scoring criteria set forth in item 7.2 of this Call.



7.3 Shall not be a member of the Selection Committee or its chairs the person who is blood relative or related, straight or to the third degree, who is or has been spouse or partner; partner with direct business interests; advisor or co-adviser in master dissertation, doctoral dissertation or postdoctoral supervisor and vice versa; regular contributor to research activities or publications to any of the candidates.

7.4 The composition of the Selection Committee will be disclosed to the candidates through this website: <http://www.proppgq.unifesp.br/profvisitante>.

8 APPEALS

8.1 An appeal against the provisional result of the SSP will be allowed.

8.2 The appeal, addressed to the Chair of the Area / Subarea Selection Committee, shall be lodged through the email address **profvisitante@unifesp.br**, or, if preferred, presently or by proxy, at the Unifesp Protocol Sector, located at Sena Madureira Street, 1500 - Ground floor, Monday to Friday, from 9h00 am to 12h00pm and from 1h00pm to 4h00pm, excluding holidays and amendments, within 10 (ten) business days after the publication of the provisional result on the ProPGPq website, having as its initial term the first day subsequent to the date of its publication.

8.2.1 The attorney shall deliver a simple and original power of attorney without the need of certification of signature, accompanied by a simple copy of the document of identification of the citizen and simple copy of the attorney's document of identification, who must present his original document for validation.

8.2.2 The signature of the power of attorney shall be the same as that on the copy of the identification document of the applicant, presented by the attorney at the time of the lodging of the appeal.

8.3 The appeal will be reviewed within 2 (two) business days and there will be no suspensive effect of the SSP process, and the analysis deadline may be extended for the same period before explicit justification.

8.4 Received electronically, the appeal will be forwarded to the President of the Commission Area/Subarea described in item 4 of this Call, which will jointly deliberate with the members of the Commission for reforming or maintaining the contested act.

8.5 Unifesp is not responsible for appeals not received for computers technical reasons, communication failure, congestion of communication lines, loss of energy, as well as other technical factors that make it impossible to transfer the data.

8.6 The candidate shall be clear, consistent and objective in his/her claim.

8.7 Appeals brought by fax, telegram or other means than specified in this Call will not be accepted.



8.8 The Selection Committee is the last instance for appeal, being sovereign in its decisions, reason why will be no further appeal.

8.9 It will be rejected appeals :

- a) whose content disrespects the Selection Committee;
- b) that are in disagreement with the specifications contained in this Chapter;
- c) without reasoning and/or with inconsistent reasoning, incoherent or out of time;
- d) referred through the Unifesp Ombudsman channel and / or online social networks.

9 APPROVAL OF FINAL INCOME

9.1 The final result will be homologated by Call that will be published in *Diário Oficial da União* and ProPGPq's webpage, containing the names of the candidates in order of classification and their final grade, observing the table of vacancies versus the maximum number of candidates approved in the form of ANNEX IV of this Call.

10 GENERAL PROVISIONS

10.1 The registration period specified in item 1.8 may be extended at the discretion of the Administration.

10.2 In case of extension under the terms of item 10.1, the new term will be disclosed in ProPGPq webpages.

10.3 The validity period of the selection process will be 01 (one) year from the date of Publication of the Final Result Approval Call, which may be extended in the maximum, for the same period, at Unifesp's discretion.

10.4 The visiting teaching contract shall be for a fixed period, on a working basis established in item 4 of this Call, observing the following maximum terms:

- a) visiting professor of Brazilian nationality: 1 (one) year, and may be extended by discretion of the Department/University Unit, provided that the deadline does not exceed 2 (two) years;
- b) foreign visiting professor: 2 (two) years and may be extended at the discretion of the Department/University Unit, provided that the total term does not exceed 4 (four) years.

10.5 The performance of the visiting professor at Unifesp should be subordinated to the approved work plan.



10.6 Subject to legal limits, visiting professors hired through this Call will have similar attributions of the professors of Unifesp's permanent staff, in accordance with Article 1 of Resolution CONSU No. 155/2018.

10.7 The visiting professor may not receive assignments, functions or charges not predicted in contract, and may not be named or be designated, even if precariously or in substitution, to exercise position in commission.

10.8 Applicant wishing to obtain SSP views or extract copies, may apply for it through the Request for Views of the Process, pursuant to ANNEX V of this Call, when the case.

10.9 For the purposes of the deadlines mentioned in this Call, Brasilia time shall be observed.

10.10 It is part of this Call, the CONSU Resolution No. 155/2018, ProPGPq Rule No. 1 of 09/09/2019 or other substitute, that the applicant, when applying for the selection process, declare to have knowledge.

10.11 It is the sole responsibility of the applicant to keep their addresses up to date as well as their contact telephone numbers during the term of this SSP.

10.12 The candidate may make the registration updates through the address electronic **profvisitante@unifesp.br**.

10.13 In case of disciplinary infractions attributed to contracted visiting professor, it will be determined through syndication, concluded within 30 (thirty) days with full defense assured.

10.14. The length of the service provided by visiting professors will be counted towards all the legal effects.

10.15 This Call is governed by its clauses, by the precepts of the Public Law and by Unifesp's internal rules.

10.16 Omitted cases will be resolved by ProPGPq.

10.17 This Call is also available in Portuguese at the webpage **<http://www.propgpq.unifesp.br/profvisitante>**, emphasizing that, in case of divergence between the versions of the Call in foreign languages and Portuguese, the Portuguese version of the Call will prevail.

10.18 Complementary rules, information contained in the webpage **<http://www.propgpq.unifesp.br/profvisitante>** and any additional edicts that may be published, will be integrated into this Call.

PROFESSOR LIA RITA AZEREDO BITTENCOURT, PhD
EXECUTIVE VICE-RECTOR OF GRADUATE STUDIES AND RESEARCH



ANNEX I

APPLICATION REQUEST

TO THE EXECUTIVE VICE-RECTOR OF GRADUATE STUDIES AND RESEARCH OF THE FEDERAL UNIVERSITY OF SÃO PAULO

I, _____, bearer of ID No. _____, _____ (issuing authority), and CPF No. _____-_____, very respectfully request for my appliance in Call No. _____ / 2019, for visiting professor selection for the _____ (Department / Program Graduate / Course / Center / Complementary Body / Chair / Vice Rectory / Rectorate) of the Federal University of São Paulo, on a _____ (20 hours, 40 hours, Exclusive Dedication - DE) basis, and in accordance with Resolution No. 155 , of 09/12/2018, of the University Council and Normative Instruction PROPGPq nº 01, of 09/09/2019.

I also declare _____ (not to be) server of the direct or indirect administration of _____ (Union / State / Federal District / Municipality), as well as employee of a public company or mixed capital company and its subsidiaries and controlled companies, nor has been hired in the last 24 (twenty four) months by Law No. 8,745, of December 9, 1993.

I understand that making a false statement is a crime provided for in art. 299 of the Brazilian Criminal Code, subjecting the declarant to its penalties, without prejudice to other appropriate sanctions.

Terms in which,

Asks to be granted.

_____, _____, _____, _____.
(City name) (Month) (Day) (Year)

Candidate Signature



ANNEX II

WORK PLAN MODEL

The proposal must be submitted through an activity plan that meets the purpose of the proponent, with well-defined project characteristics and containing the items below:

1. Project development place;
2. Project title;
3. Research proposal considering the overall objective of the project, the introduction and justification;
4. Objectives, with definition and delimitation of the study objective;
5. Methodology to be employed;
6. Detailed analysis plan with schedule of the planned activities (goals and actions for project conclusion);
7. Expected results and expected impact;
8. Details of the infrastructure to be used, staff available and viability of the Work Plan within the term of the contract;
9. Bibliographical references;
10. Didactic-pedagogical plan



ANNEX III
SSP SCHEDULE AND PUBLICATIONS

Item	Steps	Deadline	Location
1	Public Call Release	12/06/2019	www.propgpq.unifesp.br/profvisitante
2	Impugnment of the Call	From 12/06 to 12/08/2019	profvisitante@unifesp.br
3	Answer to the Impugnment	12/09 and 12/10/2019	profvisitante@unifesp.br
4	Application Period	From 12/10/2019 to 01/06/2020	www.propgpq.unifesp.br/profvisitante
5	Result of approved applications	01/10/2020	www.propgpq.unifesp.br/profvisitante
6	Appeals filed against the result of approved applications	From 01/11 to 01/12/2020	www.propgpq.unifesp.br/profvisitante
7	Release of Application Appeal Results	01/13/2020	www.propgpq.unifesp.br/profvisitante
8	Release of the Selection Committee	01/23/2020	www.propgpq.unifesp.br/profvisitante
9	Review of the Judging Committee	From 02/03 to 02/10/2020	At ProPGPq head office
10	Selection Results Release	02/11/2020	www.propgpq.unifesp.br/profvisitante
11	Appeals against Result	From 02/12 to 02/15/2020	www.propgpq.unifesp.br/profvisitante
12	Selection Appeal Analysis	From 02/17 to 02/19/2020	At ProPGPq head office
13	Final Result Release	02/21/2020	www.propgpq.unifesp.br/profvisitante
14	Approval of CPGPq Results	03/05/2020	At ProPGPq head office



ANNEX IV
VACANCY BOARD X MAXIMUM AMOUNT OF APPLICANTS *

QUANTITY OF VACANCES PROVIDED FOR BY POSITION	MAXIMUM AMOUNT OF APPROVED APPLICANTS
1	5
2	9
3	14
4	18
5	22
6	25
7	29
8	32
9	35
10	38
11	40
12	42
13	45
14	47
15	48
16	50
17	52
18	53
19	54
20	56
21	57
22 or 23	58
24	59
25 a 29	60
30 or more	Double of the quantity of positions

*Annex II of the Decree No. 9.739, of 03/28/2019.



ANNEX V
REQUEST FOR PROCESS VIEWS

TO THE
EXECUTIVE VICE-RECTORY OF GRADUATE STUDIES AND RESEARCH
Federal University of Sao Paulo

I, _____,
CPF _____, ID _____, email _____,
resident at _____,
_____ Zip Code _____,

(Neighborhood / City / State)

telephone (____) _____ - _____, I would like to view the SSP - VISITOR
PROFESSOR for _____ area/subarea, Opening Call
No. _____, Campus _____.

In case you need further requests, please specify below:

_____.

_____, _____, _____, _____.

(Signature)