

Simplified Selective Process for Visiting Scholar of English Language

Public Notice No. 002/2020

The Personnel Management Head Officer of the Federal University of São Carlos, within the assigned jurisdiction provided by the Rectory Ordinance no. 2,002 of November 10th 2016, published at the Official Gazette (DOU) of November 23rd 2016 and the Rectory Ordinance no. 469, of November 1st 2017, published at the DOU of November 9th 2017, publishes the proceedings of the simplified selective process for **Visiting Scholar** under an Exclusive Dedication regime with the requirement to work 40 (forty) hours per week for this Federal Higher Education Institution, according to the Act no. 8,745 of December 12th 1993 and its alterations, to the Rectory Ordinance no. 700, of June 19th 2007 and the Inter-ministerial Ordinance of the Planning Ministry (MP) and the Education Ministry (MEC), MP/MEC no.316/2017, as follows:

Chart I

Department	Institute of Languages (IL)
Field	English Language
Subfield	Teaching and Learning
No. of Positions	01 (one)
Minimal requirements for hiring	PhD diploma, obtained no less than 02 (two) years, in the field of Linguistics or Letters according to classifications of Knowledge Fields by CAPES (Coordination of Superior Level Staff Improvement); Proficiency in the English language attested according to item 1.2.7.2
Work Regime	Exclusive Dedication
Payment (per month)	R\$9,600.92
Position Campus	Sorocaba
Examination Campus	São Carlos

1. Applications:

- 1.1. The application period is from **January 30th, 2020** until **March 13th, 2020**. Applications must be submitted exclusively via the www.concursos.ufscar.br address.
- 1.2. For the application, the applicant must:

1.2.1. access the homepage www.concursos.ufscar.br; click on the link to the campus you intended, attentively read the available instructions and completely and correctly fill in the application form;

1.2.2. The Federal University of São Carlos will not be responsible for unreceived application requests via INTERNET because of technical order of computers, communication failures, congestion of communication lines, as well as other factors of technical order which may prevent data transfer.

1.2.3. Transsexual or transvestite candidates may require the use of their social name during their participation in this event through its own form available at the address: www.concursos.ufscar.br, in the Requirements menu, attach a copy of a document with photo and deliver it personally, or by simple proxy, at the campus of the Federal University of São Carlos, where the selection process will take place, whose addresses and hours of service are indicated in Chart II, or forward it electronically via email: dep@ufscar.br, no later than **March 13th, 2020**. (application deadline).

1.2.4. The candidate who chooses to electronically submit the application for use of the social name must place in the title of the e-mail the following term: Social Name Application, the number of the notice of the selection process and attach the signed form and the document with photo, both digitized.

1.2.5. The candidate must, at the time of registration, enter his civil name and make the option for the use of the social name, filling the field with the full social name.

1.2.6. A candidate's application implies the knowledge and tacit acceptance of the norms and conditions established in this notice.

1.2.7 To execute the application, in addition to the completion of the form according to item 1.2.1. of this notice, the candidate must forward, in a sealed envelope and personally identified, by simple power of attorney or via mail (SEDEX or similar service), until the **application deadline**:

1.2.7.1 Documented Curriculum Vitae with the respective certificates and the Work Plan in the field and subfield of this notice, exclusively in digital medium (CD/DVD), recorded in non-violable ways.

1.2.7.2. English language proficiency must be attested by the following documents:

1.2.7.2.1. Passport, for English native speakers

1.2.7.2.2. For non-native English speakers, proficiency certificate in the following terms:

1.2.7.2.2.1 TOEFL-ITP minimum 627 (six hundred and twenty-seven points), or

1.2.7.2.2.2. IELTS minimum 07 (seven)

points, or

1.2.7.2.2.3. Cambridge CPE B or C, or

1.2.7.2.2.4. Cambridge FCE note A; Or

1.2.7.2.2.5. Any certificate equivalent to C1 level of the European Common Framework issued by a recognized official certifying organization.

1.2.7.3. Certificates submitted in accordance with item

1.2.7.2.5 may be accepted or refused at the discretion of the ProGPe, according to technical consultation with the Judging Commission.

1.2.7.4 Regarding the CDs/DVDs mentioned in subitem 1.2.7.1, the CDs/DVDs must be recorded in PDF format, keeping the content from being altered and they must be **individually sealed and labeled with the applicant's name and signature**;

1.2.8 No technical problem regarding the CDs/ DVDs will be undertaken by the Commission, any reading preclusion must be resolved by the applicant beforehand;

1.2.9. The documents requested in subitem 1.2.7.1 must be sent to the Campus of the Federal University of São Carlos where the Selection Process will be carried out, whose addresses are available in the table below:

Chart II

Campus Araras Personnel Management Department	The opening hours are from 9:00 am to 11:30 am and from 2:00 pm to 5:00 pm, except on Saturdays, Sundays, holidays and optional holidays.	Rodovia Anhanguera, km 174 - SP-330 Araras - São Paulo – Brasil, CEP 13600-970
Campus Lagoa do Sino Personnel Management Department	The opening hours are from 9:00 am to 11:30 am and from 2:00 pm to 5:00 pm, except on Saturdays, Sundays, holidays and optional holidays.	Rodovia Lauri Simões de Barros, km 12 - SP-189 - Bairro Araraçú - Buri - São Paulo – Brasil, CEP 18290-000
Campus São Carlos (DePM/DiDP/ProGPe) Personnel Management Pro-Rectory	The opening hours are from 9:00 am to 11:30 am and from 2:00 pm to 5:00 pm, except on Saturdays, Sundays, holidays and optional holidays.	Rodovia Washington Luís, km 235 - SP-310, São Carlos - São Paulo – Brasil, CEP 13565-905
Campus Sorocaba Personnel Management Department	The opening hours are from 9:00 am to 11:30 am and from 2:00 pm to 5:00 pm, except on Saturdays, Sundays, holidays and optional holidays.	Rodovia João Leme dos Santos, Km 110 - SP-264 Bairro do Itinga - Sorocaba - São Paulo – Brasil, CEP 18052-780

1.2.10 The list of confirmed subscriptions to participate in the selection process will be made available via the Internet at www.concursos.ufscar.br address, on a date established in Annex I to this Notice.

1.2.11 The duly subscribed candidate who does not have his name made available on the Internet, within the period set forth in the preceding item, must contact us via email: dep@ufscar.br for clarification and/or regularization of the application.

2. The Selective Process

2.1 The simplified selective process consists of:

2.1.1 Curriculum Vitae Examination and Analysis of Work Plan (of eliminatory/classificatory character)

2.2 The Curriculum Vitae examination will be the evaluation and score of the activities performed and duly proven (documented) corresponding to the last 5 (five) years, that is, the activities carried out up to 60 months before the date of publication of this notice.

2.3 The applicant's curriculum will be analyzed, and the items listed in Annex II of this notice will be considered and scored, provided that the items listed in Annex II to this notice will be properly proven.

2.4 The Work Proposal will be analyzed according to and scored following the items shown in Annex III of this notice:

2.4.1. In consonance with the goals of The Institutional Project for Internationalization (PII) at UFSCar (UFSCar PrInt) (available at <http://www.propg.ufscar.br/pt-br/ufscar-print>), considering activities, courses, class, and more for the improvement of English skills of UFSCar's Community;

2.4.2. Potential of improvement of interdisciplinary research groups of the Graduate Program in Araras/Sorocaba Campus

2.4.3. Representation of the Institute of Languages (IL) at the Campus, promoting and organizing activities in the name of IL;

2.4.4. Quality and applicability of the work proposal for the hiring period.

2.5. The scores attributed for each item of the Annex III Score Table will be given in accordance to the relevance of each item of the areas of activities.

3. The Judging Commission:

3.1 The simplified selective process is going to be run by an assigned Judging Commission.

3.1.1 The Judging Commission is going to be composed by acting and competent members of the public-notice target area, capable of attesting the applicants' notorious technical and scientific skills and remarks in their professional area, according to the Act no.8,745/1993 and its alterations.

- 3.2 The Judging Commission is responsible for:
- I - Evaluating the applicants' Curricula Vitae and Work Plans;
 - II - Judging the lodged appeals against the final results of this public notice;
 - III - Preparing the final report, including all as stages and results of the Simplified Selection Process.
- 5.2.4 Elaborating the final report, encompassing all the steps and results of the simplified selective process.
- 3.3 The composition of the Judging Commission will be published at the homepage www.concursos.ufscar.br after the application deadline.
- 3.4 The applicants can contest any Judging Commission member (tenured or substitute) by requirement properly filled and exclusively based on the following items:
- 3.4.1 The Judging Commission will prevent the composition with members in the following conditions:
- I. Applicants' legal spouse or partner, or legally divorced.
 - II. Applicants' ascendant or descendant or collateral kin within the fourth degree, whether related by blood, affinity or adoption.
 - III. Applicants' associate in professional activities;
 - IV. Those who have had scientific or professional papers, and other publications in co-authorship with the applicant within a period of less than five (5) years, from the end date of application at the event;
 - V. Those who have been academic advisor or co-advisor of the applicant, in undergraduate, *lato-sensu* specialization or master's degree in the last five (5) years, from the end date of application at the event;
 - VI. Those who have been academic advisor or co-advisor of the applicant, in doctoral degree or as post-doctoral supervisor;
 - VII. Those who have presented close friendship or enmity with any of the applicants, or their respective partners and spouses, relatives and other kinship within the third degree;
 - VIII. Those in hindering and suspicious situations foreseen by the current legislation.
- 3.4.2. The requirement mentioned in item 3.4 must be protocolled at the UFSCar Pro-Rectorry of Personnel Management, respecting the assigned deadline of the Annex I.
- 3.5 In case the contest prevails, the responsible entity will proceed, immediately, with the substitution of the Judging Commission member.

4. Classification

- 4.1 The Judging Commission will score in a scale from 0 (zero) to 10 (ten), according to the Annexes II and 3 of this public notice.

- 4.2 The final score will be awarded by the weighted average of the two scores mentioned in the previous item, with weights of 70% for the Curriculum Vitae Examination and 30% for the Analysis of the Work Plan.
- 4.3 The final classification of the candidates will comply with the descending order of scoring achieved by the candidate and will be calculated by the sum of the points obtained in the Curriculum Vitae Examination, respecting the weight of 70% (seventy percent), plus the points obtained from the Analysis of the Work Plan, respecting the weight of 30% (thirty percent).
- 4.4. The candidate who reaches 7.0 (seven) points will be considered classified and the candidate who achieves score below that will be eliminated.
- 4.5. In the case of a tie, the final classification shall be in the following order of preference:
 - I - the age, in favor of the elder according to article 27, unique paragraph of Law 10.741/ 2003;
 - II - the elder candidate, although it does not fit the hypothesis foreseen in the subitem I do item 4.4 of this public notice.

5. Appeals

- 5.1. Appeals against the results will be accepted under the following circumstances:
 - I - Regarding provisional Judging Commission, within 2 (two) workdays after the release at www.concursos.ufscar.br
 - II - Against the final classification of the Simplified Selective Process, within 10 (ten) workdays after the release at www.concursos.ufscar.br
- 5.1.1. The Judging Commission is entailed of final authority on the merit appreciation of academic content for the Selective Process, allowing reasonably based appeals against their decisions over bias or formal mistakes.
- 5.1.2. The appeals, properly reasoned, must be sent to the Judging Commission Presidency and protocolled at the Pro-Rectorate of Personnel Management, respecting the assigned deadlines after the results release .
- 5.1.3. Lodging the appeals after the deadlines or sending them through electronic media will, automatically, dismiss them.
- 5.2. The Curriculum Vitae Examination and Analysis of Work Plan will only effectively start after the established by the line I of item 5.1, as well as the analyzes and communication conclusion of the appealing results.

- 5.3. The appealing results will be published at the homepage www.concursos.ufscar.br by the Judging Commission, notifying the applicants via e-mail, to fetch them personally at the Department of Provision and Movement of the Pro-Rectorate of Personnel Management of each UFSCar Campus.
- 5.4. Omitted cases will be settled by the Judging Commission.

6. General Provisions

- 6.1. The applications assume the applicants' knowledge of the regulatory norms of this Simplified Selective Process and the commitment to accepting such norms, such as established here.
- 6.2. The selective process expires 01 (one) year after the final results publication at the Official Gazette (DOU), with the possibility of an extension for an equal period, in the interest of the administration.
- 6.3. The call for hiring, observing the number of vacancies indicated in the notice, will only take effect after the deadline for appeal or, in the event of existence of the same, after its definitive judgment.
- 6.4. Stipulated contract length for Brazilian applicants: 01 (one) year, with the possibility of an extension for an equal period. For foreign applicants, the contract length is of 02 (two) years, with the possibility of an extension for an equal period.
- 6.5. Members of the Union, State and Federal District direct or indirect administrative staff can be hired, except those occupying tenured vacancies of the teaching careers at the Law no. 7,596/87, under formal evidence of schedule compatibility.
- 6.6. Those already hired on the Law no. 8,745/98 can only be hired after 24 (twenty-four) months after the ending of the previous contract.
- 6.7. The visiting scholar hiring is constrained to authorization of the Ministry of Education, based on the terms of the Inter-Ministerial Ordinance MP/MEC No. 316/2017.
- 6.8. Basic requirements for hiring having degrees and other requirements contained in the notice
 - 6.8.1. It will be only accepted as formal evidence of the public notice requirement the course diploma, as established at the Circular Letter no. 4/2017/GAB/SAA/SAA-MEC of April 11th, 2017 and the Circular Letter no. 53/2018 – MP of February 2nd, 2018.
- 6.9. Other documents may be required upon hiring.
- 6.10. The candidate(s) classified in the selection process will be summoned by email, respecting the number of vacancies contained in the notice and will have 05 (five) working days to express interest in the vacancy.
- 6.11. Missing the deadline defined in item 6.10. will entail the express withdrawal of the summoned candidate.

6.12. At the time of hiring the candidate must present the requirements stated in this notice and the documents provided for hiring requested by the People Development Division of the Pro-Rector of People Management, at the time of their call, which can be found at the address <http://www2.progpe.ufscar.br/portarias2/contratacao-de-professores-substitutos-visitantes/formularios>.

São Carlos, January 29th of 2020.

Prof. Dr. Itamar Aparecido Lorenzon
Dean of the Pro-Rector of Personnel Management

Annex I

SCHEDULE FOR THE SIMPLIFIED SELECTIVE PROCESS OF VISITING SCHOLAR

Area: English Language
Institute of Languages

Date (year 2020)	Time	Activity
From Jan 30 th until Mar 13 th		Application Period.
Mar 19 th	5pm	Release of deferred/dismissed applications at www.concursos.ufscar.br
Mar 19 th	5pm	Release of the provisional Judging Commission composition.
From Mar 20 th until Mar 23 rd		Period for lodging appeals against application dismissal and provisional Judging Commission hindering.
Mar 24 th	5pm	Release of the final Judging Commission and the statement of the appealing against dismissed applications.
Mar 25 th	8:30am	Degree and Curricula Vitae examination and Analysis of Work Plans by the Judging Commission.
Mar 26 th	6pm	Release of the selective process results at www.concursos.ufscar.br
From Mar 27 th until Apr 9 th		Period for lodging appeals against the results.

ANNEX II

SCORE TABLE FOR THE DEGREE EXAM

Item	Maximal Score
Scientific, artistic, technical and cultural productions in the selection-target area; (0.2 per item)	2.0 points
Teaching activities in the selection-target area; (0.5 points per each certified teaching semester)	3.0 points
Research activities in the selection-target area; (0.5 points per each finished or in-process activity)	1.5 points
Extension activities in the selection-target area; (0.2 points per item)	2.0 points
Commitments in organization of congresses and scientific meetings, conferences, round tables and similar events. (0.15 points per item)	1.5 points
Total	10 points

ANNEX III

SCORE FOR WORKING PROPOSAL

<i>ITEM</i>	<i>MAXIMAL SCORE</i>
CONSONANCE OF WORKING PROPOSAL WITH GOALS OF PROGRAM OF INTERNATIONALIZATION (Print) – UFSCar AND LANGUAGES INSTITUTE	
Strategies for regular courses in English	2.0
Strategies for improvement on internationalization activities in Graduate Programs	2.0
Strategies for promoting the Institute of Languages and its visibility at Campus	2.0
SUB-TOTAL DE PONTOS =	6.0
IMPROVEMENT OF RESEARCH GROUPS CONCERNING INTERDISCIPLINARY RESEARCH	
Activities for helping Graduate Program staff in internationalization	2.0
SUB-TOTAL DE PONTOS =	2.0
QUALITY AND APPLICABILITY OF THE WORK PROPOSAL FOR THE HIRING PERIOD	
Schedule adequacy (max. 0.5 points)	0.5
Expected achievements (max. 1.5 points)	1.5
SUB-TOTAL DE PONTOS =	2.0
TOTAL	10.0