



**FEDERAL PUBLIC SERVICE
FEDERAL UNIVERSITY OF PARAÍBA
HIGHER COUNCIL OF TEACHING, RESEARCH AND EXTENSION**

RESOLUTION No. 24/2019

To set the rules for hiring Visiting Professors to work in postgraduate programs, and revoke Consepe Resolution No. 61/1995

The Higher Council of Teaching, Research and Extension (Consepe) of the Federal University of Paraíba (UFPB), as part of its mandate, in accordance with the legislation in force, in view of the decision reached at the plenary meeting of July 15, 2019 (Process No. 23074.024585/2019-11) and

WHEREAS the importance of strengthening the various institutional programs aimed at scientific and technological development, as well as the qualitative increase of intellectual production;

WHEREAS the pursuit of excellence in teaching, research and extension in all fields of knowledge;

WHEREAS the institution's internationalization policy and the transversality of UFPB's teaching, research, extension and innovation axes;

WHEREAS strengthening postgraduate education, and meeting the demands of UFPB'S research areas of excellence;

WHEREAS UFPB's need to hire visiting professors on a temporary basis, whether Brazilian or foreign, of recognized academic-scientific competence in their fields of knowledge to reinforce the internal and external objectives of postgraduate education;

WHEREAS the need to update the internal norms of the selection process for hiring visiting professors and suit them to the current legislation;

WHEREAS specifically the provisions of item I, paragraph 5, article 2, of Law No. 8.745 of December 09, 1993, and its amendments, regarding the hiring of staff for a fixed period, and Law No. 12.772, of December 28, 2012, which provides for the structuring of the Federal Teaching Career Plan;

THEREFORE, decides:

Art. 1. To approve the rules and procedures for admitting visiting professors to work in UFPB postgraduate programs.

Paragraph 1. For the purposes laid out in the main section of this article, a visiting professor must be a teacher and/or researcher with no active employment relationship with UFPB and will be hired to work for a continuous period of time and in full dedication on research projects and/or teaching activities, mainly in UFPB *stricto sensu* postgraduate programs; the hired visiting professor may advise extension and innovation activities where appropriate.

Paragraph 2. Visiting professors cannot:

- I – be given duties, assignments or obligations not provided for in their respective contract;
- II – be given duties that are not in line with the Teacher’s Individual Plan presented at the moment of application, approved by the institution, in accordance with the profile required by the institution in the Selection Notice;
- III - be appointed or designated, even if provisionally or as a replacement, to work on commission or position of trust; and
- IV - have the right to vote in department board meetings, postgraduate program board meetings, center board meetings or higher councils.

Paragraph 3. The activities of visiting professors in undergraduate activities shall respect the workload limits provided for in Art. 3 of Consepe Resolution 052/2018, and cannot contradict the provisions of the Project for Requesting the Hiring of Visiting Professor, to be presented by the Postgraduate Program (PGP), which is dealt with in Art. 8, item VI, of this Resolution.

Art. 2. Pursuant to this regulation, visiting professors, both nationals and foreigners, will be hired by UFPB according to the following categories and correspondence with the remuneration ranges on the career and salary plan for the professors of this institution:

- I – Senior Visiting Professor, equivalent to Category A of Law no. 8.745/1993, to be paid equivalent to *Professor Titular* (in the Brazilian system): must have either a Ph.D. degree or *Livre Docência*, with at least ten years of proven academic, scientific or technical-professional experience, counted from the date the title was conferred, or a statement of recognition of expertise acknowledged by Consepe;
- II – Full Visiting Professor, equivalent to Category B, level 4, of Law no. 8.745/1993, to be paid equivalent to *Professor Associado IV* (in the Brazilian system): must have either a Ph.D. degree or *Livre Docência*, with at least six years of proven academic, scientific or technical-professional experience, counted from the date the title was conferred;
- III – Junior Visiting Professor, equivalent to Category B, level 2, to be paid equivalent to *Professor Associado I* (in the Brazilian system): must have a Ph.D. degree or *Livre Docência*, with at least two years of proven academic, scientific or technical-professional experience, counted from the date the title was conferred.

Sole paragraph. For the Senior Visiting Professor, equivalent to Category A of Law No. 8.745/1993, the recognition of expertise, proposed by a UFPB postgraduate program with a doctoral degree program in the same field or related field recognized by

Consepe, under the terms of the specific resolution of said Council, may replace an academic title.

Art. 3. The hiring of visiting professors, whether nationals or foreign, will be conducted through a simplified selection process subject to wide dissemination, including its publication in the Official Gazette of Brazil.

Sole paragraph. The Simplified Selection Process for hiring visiting professors will be carried out by the Department to which the visiting professor will be bound, based on the field of work and professional profile defined by the Postgraduate Program where the teacher to be hired will work.

Art. 4. The visiting professor will be hired for a fixed term, on a workload of 40 hours per week, which may or may not include Exclusive Dedication (ED), depending on the provisions of the Notice and observing the ED rules, considering the teacher's nationality, as below:

- I - Brazilian visiting professors will be hired for a maximum of one year, renewable for an additional period of equal length, provided that the total term of the contract does not exceed two years, under the terms of the law;
- II - Foreign visiting professors will be hired for a maximum of two years, renewable for an additional period of equal length, provided that the total term of the contract does not exceed four years, under the terms of the law.

Paragraph 1. Within 60 days after the end of the contract, visiting professors shall submit a final report on the activities developed, to be evaluated by the respective PGP.

Paragraph 2. The visiting professor may only be hired again two years after the termination of the previous contract, under the terms of the law.

Art. 5 The selection process mentioned in art. 3 will consist of:

- I – Titles check;
- II - analysis of the Teacher's Individual Plan to be conducted, respecting the rules provided for in the Selection Notice.

Art. 6. At the titles check, the candidate's curriculum vitae will be analyzed according to the Score Table in Appendix I of this Resolution, weighted 06 (six).

Sole paragraph. In addition to the criteria laid out in the Score Table mentioned in the main section of this article, other criteria may be established by the postgraduate program where the visiting professor will work in accordance with the score for the intellectual production defined for visiting professors in each evaluation area to which the PGP is bound, following the guidelines that may be established in the large field of knowledge.

Art. 7. The score and criteria for analyzing the Teacher's Individual Plan/research project, weighted 04 (four), are laid out in Appendix II of this Resolution, considering the relevance and suitability to the project to be carried out and the quality and feasibility of

the work plan, formulated according to the requirements informed by the PGP during that selection process.

Paragraph 1. The work plan/research project may be written either in Portuguese or in one of the languages listed in the selection notice.

Paragraph 2. The result of the selection process will be the weighted average (WA) between the titles check (TC) and the Teacher's Individual Plan (TIP) analysis, according to the following formula: $WA = (4 * TC + 6 * TID)/10$.

Art. 8. The Simplified Selection Process will be opened by means of a specific Notice, published by the Dean of Human Resources (Progep), containing:

- I - number of places available;
- II - indication of the work regime and pay;
- III – the Law for fixed-term hiring and its regulations;
- IV - indication of the level of education required for the position;
- V - indication of the candidate's academic-scientific profile required by the program, considering the scientific area, measured by the impact of scientific production, citations and/or production qualification;
- VI - indication of the suitability of the candidate's profile to the PGP's demand presented in its Project for Requesting the Hiring of Visiting Professor, by which the PGP requests (a) visiting professor(s), if applicable;
- VII - indication of the period, time and place for application;
- VIII - indication of the documentation to be presented at the time of application;
- IX - list of documents required for contract purposes;
- X - number of stages of the selection process, indicating their respective phases; and
- XI - setting the valid-through date of the selection process and the possibility of extension.

Art. 9. The Notice mentioned in Art. 8 may be preceded by an Internal Public Call, for selecting proposals of the institution's postgraduate programs (PGPs) to be presented by each Teaching Center for UFPB to hire Visiting Professors.

Paragraph 1. The Internal Public Call aims to define which PGPs will be contemplated in the notice and the number of places, among those available for visiting professors.

Paragraph 2. The proposals are to be prepared by the PGPs, by means of a Project for Requesting the Hiring of Visiting Professor, which shall include the details of the activities to be carried out by the teacher to be hired and the minutes confirming the approval by the postgraduate program board, to be sent by the Director of the Center to which the program is bound.

Paragraph 3. Proposals shall be submitted to the Dean of Postgraduate Studies (PRPG) in the form of a Project, which shall specify:

- I - the need for hiring, as well as the profile and area of activity of the visiting professor(s) to be hired;

- II - the objectives of internationalization, innovation, among others that are intended to be achieved by hiring the visiting professor;
- III - the impact on the academic-scientific institutional development of UFPB and the region's;
- IV - the guarantees of conditions for the visiting professor to develop the intended activities, such as physical space and equipment infrastructure, personnel, among others;
- V - the current PGP indicators and the goals to be achieved, considering the duration of the visiting professor's contract;
- VI - the potential of the visiting professor to attract resources available from international and national agencies; and
- VII - A Work Plan, with details on the onsite and online activities to be conducted by the visiting professor(s) to be hired, in the scope of postgraduate education (and/or undergraduate education, where appropriate), scientific research, extension, internationalization and innovation.

Paragraph 4. The Project for Requesting the Hiring of Visiting Professor shall include a document signed by the Director of the Center involved, with the commitment to execute its terms, once approved.

Paragraph 5. Meeting the requirements of this article is mandatory and failing to comply with any of them will result in the summary rejection of the proposal.

Paragraph 6. The evaluation of the proposals presented shall be carried out by an ad-hoc committee, with external and internal teachers, appointed by Progep.

Paragraph 7. The final result of the Committee's evaluation shall be informed on the websites of UFPB, Progep and PRPG.

Art. 10. The application for the selection process will be done exclusively by electronic means, as established in the selection notice.

Paragraph 1. At the time of the application, the applicant shall attach the following documents in electronic format:

- I - application through a specific form or by filling in an electronic form addressed to the President of the Selection Committee, who is responsible for deciding to approve the application based on the regularity of the documentation presented.
- II - copy of the candidate's curriculum vitae; for Brazilian candidates, a digital copy of the curriculum vitae issued from the Lattes-CNPq Platform, accompanied by supporting documentation for the last five years regarding academic, scientific or technical-professional production for scoring purposes;
- III - proof of registration on the ORCID platform;
- IV - copy of official photo ID, for Brazilian candidates, or passport, for foreign candidates;
- V - copy of CPF (for Brazilian candidates);
- VI - copy of the Doctorate degree obtained in a course given by a national institution, duly recognized by the Ministry of Education, or obtained from a foreign higher education institution, duly recognized by a Brazilian higher education institution, in accordance with the rules in force;

VII - declaration that the candidate was not under a temporary contract in the last twenty-four months, under the terms of Law 8.745/93, Article 9, item III;

VIII - declaration of acceptance of conditions and duties set forth in this resolution, including declaration of authenticity and veracity of the documents presented;

VIII – Candidate’s Individual Work Plan, pinpointing the actions to be developed by the visiting professor in postgraduate education, as well as in special teaching, research, extension and/or technological innovation projects, including the following: expected results and impacts and the schedule of activities, in accordance with the PGP’s Project for Requesting the Hiring of Visiting Professor, if any, within the desired contract period.

Paragraph 2. A candidate must not apply simultaneously for places in more than one Department.

Paragraph 3. A list of the applicants, the PGPs where they intend to work, and the departments responsible for conducting the selection shall be published on the website of Progep within the period laid out in the Notice.

Art. 11. The selection will be done by a Selection Committee (SC), consisting of six teachers from other HEIs or UFPB who work at the PGP for which the candidate applied; three will be full members and three will be alternate members, who must have a degree equal to or higher than that required for the candidates.

Paragraph 1. The administrative processes to operationalize the selection shall be conducted by the Department indicated in the work plan presented by the PGP.

Paragraph 2. The components and chair of the Selection Committee will be designated by administrative rule issued by the Director of the Center, upon indication of the Postgraduate Program Board, whose profile was approved in the final project confirmed by the ad hoc Committee, mentioned in the Public Call.

Paragraph 3. The composition of the Selection Committee for the Selection Process shall be published both on the website of the respective Postgraduate Program and that of the Department that is conducting the selection, on the date of publication of the notice, at the latest.

Paragraph 4. The academic departments/specialized academic units shall send the final results of all selection processes to the Dean of Human Resources (PROGEP) for publication.

Paragraph 5. The selection process is valid for two years, counted from the date of publication of the final result in the Official Gazette of Brazil, and may be extended for the same period, at UFPB’s discretion.

Art. 12. After the publication of the final result in the Official Gazette of Brazil (DOU) and after the period for appeals, the Department responsible for the Selection Process, through the Center to which it is bound, shall open an administrative process and send it to PROGEP to request the hiring of the visiting professor(s).

Paragraph 1. Approved candidates will have ten days, counted from the summons by e-mail, to present themselves to the Dean of Human Resources, to whom they must produce the required documentation and sign their contract.

Paragraph 2. Exceptionally, in case a selected candidate cannot attend in person or by proxy, and presents a justification within the period mentioned in the previous paragraph, will be sent an e-mail with the contract containing the signatures of UFPB authorities, which the candidate must print out and sign, with The Hague Apostille, provided that the necessary documentation for admission has been presented.

Paragraph 3. For signing the contract, the following original documents must be produced accompanied by a copy:

I – for Brazilians:

- a) Civil Identity Document;
- b) Taxpayer's Registration Number - CPF;
- c) Birth or marriage certificate;
- d) Electoral card;
- e) Military discharge certificate (for male applicants);
- f) Electoral discharge certificate;
- d) statement from the department or PGP attesting that the title presented by the candidate meets the specific requirements of the notice;
- e) Individual Income Tax Return (DIRPF) or, in case this is not possible, Statement of Assets and Income (*Declaração de Bens e Rendas – DBR*);
- f) PhD degree required as a prerequisite for selection, duly recognized by a Brazilian institution, if issued by a foreign institution, or a statement of recognition of expertise (*Notório Saber*) issued by PRPG, in accordance with current regulations;
- g) proof of registration with the Social Integration Program (PIS) or the Public Servant Heritage Formation Program (PASEP);
- h) Evidence of banking details (checking account - copy of bank card or bank contract, or top part of bank statement/balance);
- (i) birth certificate of child/children;
- j) CPF of dependent(s);
- k) proof of current residence or residence declaration;
- l) Statement by the Permanent Commission for Accumulation of Positions and Employment (CPACE), certifying the legal accumulation of positions or no accumulation;
- m) statement that the person has not been temporarily employed in the last twenty-four months;
- n) authorization of access to income tax, on a specific form;
- o) form for the temporary hiring of visiting professor;
- p) Beneficiary designation form, in case of dependents;
- q) A responsibilities and non-disclosure agreement.

II- for foreigners:

- a) passport;
- b) National Migration Registration Card (CRNM) or receipt of the application for National Migration Registration (RNM);
- c) statement from the department attesting that the title presented by the candidate meets the specific requirements of the notice;

- d) PhD degree required as a prerequisite for selection, duly recognized by a Brazilian institution, if issued by a foreign institution, or a statement of recognition of expertise (*Notório Saber*) issued by PRPG, in accordance with current regulations.
- e) Evidence of bank details (national checking account - copy of bank card or bank contract, or top part of bank statement/balance);
- f) proof of residence in Brazil, dating back to three months maximum;
- g) Statement by the Permanent Commission for Accumulation of Positions and Employment (CPACE), certifying the legal accumulation of positions, or no accumulation
- h) statement that the person has not been temporarily employed in the last twenty-four months;
- i) authorization of access to income tax, in a specific form;
- j) form for the temporary hiring of foreign visiting professor;
- k) A responsibilities and non-disclosure agreement.

Paragraph 1. The forms and statements referred to in letters n, o, p and q of item I and letters i, j and k of item II of this article will be made available by Progep.

Paragraph 2. The declaration referred to in item I, letter I of this article, is to be obtained from the Permanent Commission for Accumulation of Positions and Employment (*Comissão Permanente de Acumulação de Cargos e Emprego*), Progep, where the candidate must produce his RG, CPF, Work Permit (CTPS), a form on the accumulation of positions, in a specific form, and – in case the Brazilian visiting professor to be hired holds another position or has another job – the statement of the firm/institution containing the person's weekly hours of work, the place of work and position.

Paragraph 3. The declaration referred to in item II, letter g of this article, is to be obtained from the Permanent Commission for Accumulation of Positions and Employment (*Comissão Permanente de Acumulação de Cargos e Emprego*), Progep, where the candidate must produce his passport, a form on the accumulation of positions, in a specific form, and – in case the foreign visiting professor to be hired holds another position or has another job – the statement of the firm/institution containing the person's weekly hours of work, the place of work and position.

Paragraph 4. Foreign visiting professors on a temporary visa shall have a period of ninety days, from the date of admission, to present the receipt of application for the RNM, mentioned in item II, letter b of this article, pursuant to art. 63 of Decree No. 9.199 of November 20, 2017, which regulates Law No. 13.445 of May 24, 2017, which established the Migration Law.

Paragraph 5. Failure to present the receipt of the application for the RNM within the period mentioned in the previous paragraph shall render void all acts resulting from the selection process.

Paragraph 6. The visiting professor who has dual nationality, one of which being the Brazilian nationality, must produce the documents required for national candidates.

Paragraph 7. under the terms of Law No. 8.745, of December 9, 1993, it is prohibited to hire employees of the direct or indirect administration of the Federal Government, States, Federal District, and Municipalities, as well as employees or servants of their subsidiaries and state-owned firms.

Art. 13. As long as the individual employment contract is valid, the activities of visiting professors must be monitored by the PGP, in accordance with their Teacher's Individual Plan, which, in turn, must meet the terms of the Project for Requesting the Hiring of Visiting Professor, agreed upon by PGP coordinators and departmental heads, in order to guarantee that academic-scientific activities are conducted as planned, as established in this Resolution.

Art. 14. The following are obligations to be met by visiting professors:

- I – to fully carry out the activities provided for in the Teacher's Individual Plan, which contains the details of research and academic actions to be conducted with the Postgraduate Program to which they are bound;
- II – to meet the requirements and demands set forth in the Public Call and the respective Project for Requesting the Hiring of Visiting Professor approved by the PGP;
- III – to contribute knowledge in the chosen research line and concentration area, by offering courses within the scope of the PGP or undergraduate program, and other activities provided for in the Teacher's Individual Plan and in the Project for Requesting the Hiring of Visiting Professor;
- IV – to participate, as an evaluator, in selection processes and research defense or qualification sessions at the PGP and/or the Department;
- V – to mediate and foster the signing of new National and International Academic Cooperation Agreements;
- VI – to produce high-quality bibliographic texts with high international impact factor;
- VII – to present their research and actions in support of the PGP through a semiannual Partial Report at a Seminar, Workshop, or equivalent event promoted by the PGP, the Center or PRPG, or straight to the PGP board, their place of work, with special attention to their academic production and impact on the PGP's total output.

Sole Paragraph. Within 60 days after the end of the contract, the visiting professor shall submit a detailed report of activities to the Department and to PRPG, duly approved by the PGP board.

Art. 15. The visiting professor's contract may be renewed within the total terms established in items I and II of art. 4 of this Resolution.

Paragraph 1. At least twenty days in advance the PGP shall ask the department to renew the visiting professor's contract, in view of the visiting professor's performance, in accordance with the report mentioned in the Sole Paragraph of art. 14, due to the importance of the visiting professor to continue carrying out the end activities of this University to achieve the goals laid out in arts. 13 and 14 of this Resolution, and UFPB's budgetary and financial availability.

Paragraph 2. The Head of the Department to which the visiting professor is bound will request renewal or notify the expiration of the visiting professor's contract to Progep at least 15 days in advance.

Paragraph 3. Progep will stop the payment of the visiting professor's salary, upon the termination of the respective contract, if it has not been renewed or when it can no longer be renewed.

Paragraph 4. Failure to comply with the provisions of this article, after the due investigation through a regular process, will subject those responsible to disciplinary sanctions, with no need to reimburse the University of what the institution paid the contracted party, as a compensation.

Paragraph 5. The procedure for renewing the contract of the visiting professor will occur on a continuous flow basis, based on the expected end date of the contract to be renewed.

Art. 16. Visiting professors will be allowed a very short leave, equal to or less than thirty days, granted in case the professor is accepted or invited to present scientific, cultural or technical work, teach a course, conference or attend a round table, event or mission.

Sole paragraph. The mandatory statement of approval for leave to be added to other documents to formulate the very short leave process mentioned in the main section of this article will be issued by the PGP where the visiting professor is working.

Art. 17. For all due purposes, the attendance of the visiting professor will be controlled by the Coordinator of the PGP where the teacher is working.

Art. 18. Cases not provided for in this Resolution shall be analyzed by Consepe.

Art. 19. This Resolution shall enter into force on the date of its publication, and thus revoke Consepe Resolution No. 61 of December 28, 1995, and other provisions to the contrary.

Higher Council of Teaching, Research and Extension of the Federal University of Paraíba, João Pessoa, July 17, 2019.

Margareth de Fátima Formiga Melo Diniz
President

APPENDIX I TO CONSEPE RESOLUTION No. 24/2019

SCORE TABLE FOR C.V. EVALUATION

I – ACADEMIC PRODUCTION

ITEM TO BE JUDGED	SCORE
Full article published in Qualis A journal, top classification	130 points
Full article published in Qualis A journal, from its second classification to B1 classification; apply 20 points reducer for each sub-item of the rating scale.	
Article in an international non-Qualis journal, however, indexed, with editorial board and known impact factor, such as JCR (Journal Citation Reports), Scopus H-index or equivalent. This is to be scored by the selection committee, based on the normative of the qualis periodical document of the Capes field of the respective program	To be assigned by the committee, no more than 130 points
Full papers published in international events annals	30 points
Full papers published in national events annals (up to 4 papers)	15 points
Book authoring/co-authoring, published by a foreign publisher with editorial board, peer-reviewed	100 points
Organization of book published by foreign publisher with editorial board, peer-reviewed	90 points
Book chapter published by foreign publisher with editorial board, peer-reviewed	70 points
Book authoring/co-authoring, published by a national publisher with editorial board, peer-reviewed	60 points
Book organization published by a national publisher (up to 4 books) with editorial board, peer-reviewed	40 points
Book chapter published by national publisher (up to 8 chapters) with editorial board, peer-reviewed	20 points

II – PROFESSIONAL WORK/TEACHING, RESEARCH, EXTENSION ACTIVITIES

ITEM TO BE JUDGED	SCORE
Coordination of research project at international level approved by funding agency (with international institutions, research groups or researchers). Proof: Copy of the grant agreement or equivalent	40 points per project
Coordination of a national research project approved by funding agency (with national institutions, research groups or researchers). Proof: Copy of the grant agreement or equivalent	20 points per project
Participation in international research project approved by funding agency (with international institutions, research groups or researchers)	20 points per project
Participation in national research project approved by funding agency (with at least one national institution, research group or researcher)	10 points per project
Patents or registration of Products, Processes and the like. Proof: official patent registration	100 points
Advising or co-advising – completed Master's/Doctoral Thesis	10 points per work advised or co-advised
Teaching in Higher Education – Undergraduate level	2 points per year (up to 05 years)

Teaching in Higher Education – Postgraduate level	5 points per year (up to 05 years)
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Only the following will count:

- 1) data relative to the last 5 years;
- 2) data duly proven;
- 3) works that have been published or are in press with ISBN;
- 4) papers that have been accepted (with due proof) by periodicals and scheduled to be published in the year the Notice is published.

APPENDIX II TO CONSEPE RESOLUTION No. 24/2019

SCORE TABLE AND CRITERIA FOR EVALUATING THE WORK PLAN/RESEARCH PROJECT

ITEM TO BE JUDGED	CRITERIA	SCORE
I - Work plan, considering the potential contribution to strengthen the Postgraduate Program	1. Integration with the Intended Concentration Area	Up to 1 (one) point
	2. Integration with the Intended Research Line and/or Research Projects	Up to 1 (one) point
	3. Articulation with Lines of the Program	Up to 1 (one) point
	4. Establishing National Partnerships and Expected National Publications	Up to 1 (one) point
	Total score of this item	From 0 (zero) to 4 (four) points
II – Feasibility of the Work Plan, as well as its compatibility with the Program.	5. Minicourses, Workshops and Lectures and other activities to be done	Up to 1 (one) point
	6. Working with undergraduate courses	Up to 1 (one) point
	7. Activity Schedule	Up to 1 (one) point
	Total score of this item	From 0 (zero) to 3 (three) points
III - Impact of the proposal to better the performance of research and internationalization of the Postgraduate Program	8. Establishing new International Partnerships	Up to 1 (one) point
	9. Expected International Publications	Up to 1 (one) point
	10. Potential to raise funds and support to Research activities.	Up to 1 (one) point
	Total score of this item	From 0 (zero) to 3 (three) points