Universidade do Minho

PUBLIC NOTICE

Pedro Miguel Ferreira Martins Arezes, Full Professor and Rector of the University of Minho, hereby announces that an international selection tender procedure for the hiring of a Full Professor in the disciplinary area of Molecules and Cells. The successful candidate will preferably be responsible for teaching the curricular units Fundamentals of Medicine 1, 2, 3 and 4 and Introduction to Medical Education of the Integrated Master's Degree in Medicine, within the Scientific and Pedagogical Unit of Fundamental Sciences in Medicine of the School of Medicine of the University of Minho.

This tender, created in accordance with Order of 10 August 2026 by the Rector of the University of Minho, shall observe the provisions written in articles 37 et seq. of the University Teaching Career Statutes (ECDU), as approved by Decree-Law no. 448/79 of November 13th, with the amendments introduced by Decree-Law no. 205/2009 of August 31st, altered by Law no. 8/2010 of May 13th, and other applicable laws and regulations, including the Regulation of Tenders for the Recruitment and Hiring of Teaching Staff at of the University Teaching Career at the University of Minho ("*Regulamento dos Concursos para Recrutamento e Contratação de Professores da Carreira Docente Universitária na Universidade do Minho*"), hereafter referred to as Regulations, as approved by the Rectoral Order no. 13353/2022, published in the Diário da República, 2nd Series, no. 222, of November 17th, 2022.

In accordance with Article 9 (h) of the Constitution of the Portuguese Republic, the Government, as an employer, actively promotes a policy of equal opportunities between men and women concerning access to employment and career development, thereby scrupulously taking precautionary measures to avoid any form of discrimination.

Similarly, no applicant may be privileged, benefited, harmed or deprived of any right or exempt from any duty on the grounds, in particular, of descent, age, sexual orientation, marital status, family situation, economic status, education, origin or condition, social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and trade union membership.

This notice is to be published in Portuguese in the *Diário da República* (Official Gazette of the Republic of Portugal), Series II, and on the website of the University of Minho, in Portuguese and in English; the *Bolsa de Emprego Público* (Public Employment Portal) in Portuguese; the EURAXESS portal, in Portuguese and in English.

I — CHARACTERIZATION OF THE TENDER

1 — Place of Work

The work is to take place in the Scientific and Pedagogical Unit of Fundamental Sciences in Medicine of the School of Medicine of the University of Minho.

2 — Selection Panel

The selection panel shall be constituted as follows:

Chair: Rector of the University of Minho.

Other Members:

Doctor Maria do Carmo Salazar Velez Roque da Fonseca, Full Professor, Faculty of Medicine, University of Lisbon;

Doctor Cláudio Enrique Sunkel Cariola, Full Professor, Department of Molecular Biology, Abel Salazar Institute of Biomedical Sciences, University of Porto;

Doctor Cecília Maria Pereira Rodrigues, Full Professor, Faculty of Pharmacy, University of Lisbon;

Doctor João António Nave Laranjinha, Full Professor, Faculty of Pharmacy, University of Coimbra;

Doctor Joana de Almeida Santos Pacheco Palha, Full Professor, School of Medicine, University of Minho;
Doctor João José Fernandes Cardoso de Araújo Cerqueira, Full Professor, School of Medicine, University of Minho.

Alternate Members:
Doctor Ana Bela Sarmento Antunes da Cruz Ribeiro, Full Professor, Faculty of Medicine, University of Coimbra;
Doctor Jorge Manuel Rolo Pedrosa, Full Professor, School of Medicine, University of Minho.

3 — Rules governing the selection panel

3.1 — The selection panel shall be responsible for the following procedures:

a) Admission and exclusion of applications.

b) Approval or non-approval in absolute merit of admitted applicants.

c) Application of the selection method and criteria and of the final assessment and classification system.

d) Final ranking of admitted applicants who have been approved on absolute merit.

e) Public hearing of the applicants.

f) Reply to the allegations submitted by applicants within the hearing of the interested parties before the tender's results homologation.

3.2 — In order to fulfil the procedures mentioned in the preceding point, the selection panel may hold one or more meetings that shall observe the following rules:

a) Each meeting shall only be held if at least two thirds of its members be present and the majority of the members of the panel be external.

b) Notwithstanding to the provisions stated in the subsequent point, the Chair of the panel has the authority to decide to hold the meetings by teleconference (at the same time on a separate place).

c) All decisions regarding the procedures mentioned in points 3.1 (a) and (b) above may be made in meetings by teleconference (at the same time on a separate place).

d) All decisions regarding the procedures mentioned in points 3.1 (d) and (e) above must be made in face-to-face meetings (at the same time on the same place), and/or in meetings held by teleconference or telematic means, provided that the necessary technical conditions are ensured.

3.3 — The selection panel decides by means of a nominal vote, provided there be an absolute majority of the votes of the members present in the meeting and that most of the members of the panel be external to the University of Minho. Abstentions are not allowed.

3.4 — The minutes of the panel meetings, together with a summary of what happened during those meetings, the mode of participation and the votes cast by each member of the panel and their respective reasoning, shall be written and shall be available to applicants whenever requested.

3.5 — The Chair of the Panel has a quality vote which is exercised solely in two circumstances: when they are a teacher or a researcher in the same disciplinary area of the tender; or in the event a tie.

II — ADMISSION RULES

4 — Submission of applications

4.1 — Applications must be submitted through a formal request, in PDF format, addressed to the Rector of the University of Minho, fully completed in the terms set out in Annex I, dated and signed.

4.2 — The application must be accompanied by the following documents:

a) A digital copy of the applicant's detailed curriculum vitae, which must be dated and signed. The curriculum vitae should contain all the pertinent information for a proper assessment of the application taking into consideration the procedures mentioned in point 3.1 above. It must also be organised according to the assessment criteria and parameters described in points 9 and 10 of this public notice. It should also enclose the applicant's respective identifiers in indexing services of scientific publications, namely "ORCID ID", "Scopus Author ID", and for each of the

publications mentioned in the curriculum vitae, it must be stated whether said publication is indexed in the Clarivate Web of Science service or in the Scopus service, with the corresponding evidence. The document must also detail the number of citations of each of the publications and explain, in sufficient detail, the methods used for citation counting so that the panel can reproduce such procedure;

b) One digital copy of a document that compiles up to 20 (twenty) publications selected by the applicant as being the most representative of the applicant's work in terms of his/her contributions to the generation of new knowledge based on new ideas and hypotheses and its relevance and impact to the subject area of the application, clearly stating the date and place (publisher) for each publication. For each selected publication, the document must state the reason why said publication was chosen by the applicant bearing in mind its contribution to the subject area of the application. Should a digital copy not be available, it can be replaced by paper copies in the same number as the members composing the panel;

c)
A scientific and pedagogical project, to be submitted as a separate document in digital format, which the applicant proposes to develop within the disciplinary field of the competition, consisting of no more than 10 pages, including appendices, references and bibliography, using a font size of not less than 11 pt, and which shall include a research programme falling within the disciplinary field of the competition, duly articulated with the curricular units Fundamentals of Medicine 1, 2, 3 and 4 and Introduction to Medical Education, which form part of the compulsory curricular units of the Integrated Master's Degree in Medicine and whose teaching is the responsibility of the organic sub-unit to which the competition pertains, so as to demonstrate the suitability of the applicant's profile to the actual needs of the organic sub-unit with regard to strengthening its academic staff, which justified the opening of the vacancy under this competition.
The scientific and pedagogical project shall be based explicitly and with due justification on the applicant's scientific contributions, as well as on the applicant's professional activity relevant to the disciplinary field covered by the competition. It shall also present an original and innovative vision for the development of that disciplinary field, demonstrating that the applicant possesses the merit, ability and experience required for the competent, appropriate and qualified performance of the duties inherent to the academic rank and the disciplinary field to which the competition relates.;

d) A certificate, in digital form, proving that the applicant holds the doctoral degree (PhD) and the aggregation title ("*título de agregado*") required to apply for the tender and the date in which they were obtained and, where applicable, a certificate attesting that the Doctoral degree has been recognized as such, as laid down in section 5.2 of this public notice;

e) One electronic copy of the Doctoral thesis and, if the applicant holds the aggregation title ("*título de agregado*") - CV, Seminar or Lecture -, of the documents produced by him/her to obtain said title, so the panel can properly assess the applicant's suitability to the subject area of the application. Should a digital copy not be available, it can be replaced by handing in as many paper copies as the number of the members composing the panel;

f) Statement, that should correspond to the Annex II of this Notice, in PDF format, which must be dated and signed.

4.3 – Applicants belonging to the University of Minho are exempted from submitting supporting documents of the aforementioned requirements provided those documents are available in their personal file. Applicants are responsible for verifying whether the documents from whose submission they are exempt are included in their individual file and for providing any missing required document, or proof that it has been requested, by the application deadline.

4.4 – The application and the documents that accompany the application must be delivered digitally, in PDF format, in Portuguese or in English, to the electronic email address candidaturas-concursos@gpa.uminho.pt. The subject of the email should indicate the Notice reference.

4.5 – The tender process can be consulted electronically by sending a request to concursos@gpa.uminho.pt and indicating the number of the Call Notice in the subject line.

4.6 – A failure to comply with the indicated deadline for the submission of applications, the absence of a required signature, a failure to submit or a late submission of the documents mentioned in point 4.2 (a) to (f) of this public notice, which are compulsory, will automatically result in the rejection of the application.

4.7 – Whenever deemed necessary, the panel may request additional documents related to the curriculum vitae presented by the applicant:

a) Additional documents do not introduce new elements, which are not mentioned in the curriculum vitae, nor do they replace any compulsory documents that the applicant may fail to submit on time.

b) All applicants shall be informed of the request to provide additional documents.

5 — Requirement for admission

5.1 – In addition to the requirements mentioned in point 4, a prerequisite for admission to the tender, as set forth in article 19 of the Regulations, is to:

a) Be the holder of a doctoral degree (PhD) for more than 5 years in an area of knowledge or specialty deemed appropriate to the subject area for which the application was opened;

b) Be the holder of the aggregation title ("*título de agregado*") in an area of knowledge or specialty deemed appropriate to the subject area for which the application was opened;

5.2 – If the doctoral degree or the aggregation title ("*título de agregado*") was obtained in a foreign higher education institution, it must be recognized in Portugal, in accordance with the existing laws and regulations. This formality (the recognition of the degrees and academic titles obtained in a foreign higher education institution) must be completed no later than the indicated deadline established for the submission of applications.

5.3 – If the applicant is not a native speaker of Portuguese or English, (s)he is required to possess level C1 of the Common European Framework of Reference for Languages (CEFR) in at least one of the languages.

6 — Admission of applications

6.1 – In the first meeting, the selection panel shall assess the admission of the application.

6.2 – Applications that comply with the requirements mentioned in points 4 and 5 shall be admitted according to the respective decision of the members of the panel.

6.3 – Failure to comply with the requirements mentioned in points 4 and 5 above will automatically result in the exclusion of the application. Applicants shall be notified of their exclusion to the e-mail referred to in the application, so as to be heard as interested parties, as stipulated in Article 121 et seq. of the Code of Administrative Procedure.

6.4 – Once the parties have been heard, the panel, at a subsequent meeting, shall assess the arguments presented at the hearing and approve the final list of the admitted and excluded applicants.

III — ASSESSMENT OF MERIT IN ABSOLUTE TERMS

7 — Assessment of the applicants' merit in absolute terms

7.1 – Following the stage of admission (point 6), the panel shall assess the applicants' merit in absolute terms.

7.2 – The applicants' merit in absolute terms shall be assessed based on the overall quality of their curriculum vitae in the subject area of the tender, which should demonstrate their scientific and educational level, research skills, and developed activity, provided they are compatible with the subject area and category of the tender, and considering the following requirements for each applicant:

7.2.1 — Scientific Performance's:

The list of publications referred to in paragraph (b) of Section 4.2 must demonstrate that the applicant possesses the qualifications required to perform, competently and appropriately, the duties associated with the academic rank and disciplinary area of the position, by meeting all of the following criteria:

A) Publication of 20 original or review articles in peer-reviewed journals indexed in Scopus or Web of Science, as first or last author;
B) A total of at least 1,000 citations (Scopus or Web of Science);
C) Acquisition of competitive research funding exceeding €200,000 (cumulative), through:
i) leading scientific research projects as Principal Investigator (PI) or institutional project coordinator at the applicant's employing institution; and/or ii) coordinating scientific service activities and advanced training programmes at the applicant's employing institution.

7.2.2 — Pedagogical Skill's:
A) Attendance at training activities or national or international postgraduate courses in Health Professions Education, Higher Education, or a relevant professional context, supported by certificates, amounting to a cumulative minimum of 24 hours;
B) Publication of one scientific article in an indexed journal in the field of Medical Education, as first or last author;
C) Demonstrated responsibility for postgraduate training through the supervision of at least six PhD students, of whom at least three have successfully completed their doctoral degrees;
D) Organisation of at least six postgraduate activities (e.g., courses, conferences, workshops, or similar events).

7.3 — The absolute merit shall be expressed by using the words "approved" or "not approved".

7.4 — In case of failure of approval by merit in absolute terms, the panel must conduct a preliminary hearing of the excluded applicants to hear them as interested parties, as stipulated in Article 121 et seq. of the Code of Administrative Procedure.

7.5 — Once the parties have been heard, the panel, at a subsequent meeting, shall assess the arguments presented at the hearing and approve the final list of the applicants excluded and admitted by merit in absolute terms.

8 — Public hearing of the applicants

8.1 — If deemed necessary, the jury shall hold public hearings of the applicants with the exclusive aim of clarifying the information contained in the applicants' application, on equal terms for all applicants.

8.2 — The date and length of public hearings shall be determined by the panel depending on the number of applicants.

8.3 — Applicants shall be informed of the decision to hold public hearings for them no less than 10 business days before the date set for such hearings.

IV — CURRICULUM ASSESSMENT

9 — Criteria

9.1 — The selection method consists in the assessment of the applicant's curriculum, by analysing the various documents that accompany the application to the tender, on the basis of which the jury shall assess the performance and the capacity to perform the duties associated with the category and area of the tender and to lecture the following course units of Fundamentals of Medicine 1, 2, 3 e 4 and Introduction to Training in Medicine of the Integrated Master's Degree in Medicine, thus proving the suitability of the profile of the applicant regarding the actual needs of the organic sub-unit, namely the reinforcement of its teaching team/staff, that justifies the opening of such a tender procedure.

9.2 — When assessing the applicant's curriculum vitae, the following criteria must be considered and weighted according to the requirements for the functions in the teaching category offered in this tender:

a) The applicant's scientific performance in the subject area of the tender.

b) The applicant's pedagogical skills.

c) Other relevant activities that have been developed by the applicant.

9.3 — In the assessment of the criterion foreseen in the subparagraph a) of previous number, merely quantitative procedures, based on indicators, on the publications counting, or on the calculation of their cumulative impact factors should not be adopted, and it should be assumed that the content of the scientific production is more relevant than the publication metrics or the entity that published it.

9.4 — The following weighting factors shall be assigned to the criteria indicated in the preceding point:

a) Scientific Performance (SP) 45%;

b) Pedagogical Skills (PS) 45%;

c) Other relevant activities (ORA) 10%.

10 — Assessment parameters

10.1 — Under the criteria mentioned in point 9 above, the following parameters shall be assessed:

a) Scientific performance

SP1 — Scientific or technological production, where open science practices should be valued: Quality and quantity of scientific or technological production (editorial activity, books, book chapters, publications in journals and conference minutes, poster communications, technical reports, technological prototypes, artistic works) in the subject area of the tender, namely the publications selected by the applicant in 4.2 b), assessed by its contribution to the generation of new knowledge based on new ideas and hypotheses and their relevance and impact, as well as by the recognition by the scientific community (reflected into citations and references made to them by other authors) and by open science practices (reflected by the availability of outcomes and data in open access);

SP2 — Recognition by the scientific community and by society as a whole: Recognition by the national and international scientific community in the subject area of the tender and by society as a whole, manifested through scientific awards, scholarships, or distinctions, participation in the editorial boards of journals of renowned scientific value, participation as member of scientific committees of conferences, participation as a reviewer of scientific or technological projects, and presentation of invited communications, namely abroad;

SP3 — Coordination and participation in scientific, cultural creation or technological development projects: Quality and quantity of scientific projects, with national or international public funding, in the subject area of the tender and the results obtained therein. Special attention shall be given to projects coordinated by the applicant. Projects contracted by third parties leading to particularly complex technological developments in the subject area of the tender are also extremely relevant. When assessing the quality of the project, the following criteria must be considered: the type of funding; the level of demand and competitiveness of the competition or the nature of the protocol on which the request for technological development was based; the evaluation of the projects; and the materialized prototypes;

SP4 — Coordination, leadership, and promotion of research activity: Capacity to create, organize, and lead scientific teams in the subject area of the tender, namely the capacity to include post-doctoral and assistant researchers and research fellowships. Technical coordination (of technical commissions/committees, speciality colleges, thematic work groups, for example) in national or international technical, scientific, or professional institutions (such as scientific societies, standardisation bodies, or professional bodies) in the subject area of the tender. Degree of internationalisation that the applicant possesses in the subject area of the tender, which can be seen through the creation and organisation of scientific events, joint projects and publications, membership of networks of scientific cooperation, and internships in relevant foreign or multinationals scientific institutions;

SP5 — Scientific dimension of the scientific and educational project mentioned in point 4.2 (c) above: Quality of the project in terms of (i) its appropriateness as to the objectives and learning outcomes of Integrated Master's Degree in Medicine, (ii) its demonstrated capacity for converting research results into topics and activities susceptible to contribute to the advance of the chosen course units, (iii) the capacity of adjustment of the scientific dimension of said project to the challenges present in the subject area of the tender, and (iv) its global cohesion as a research project.

b) Pedagogical skills

PS1 — Teaching activity in higher education institutions: Teaching activity carried out by the applicant within the scope of the subject area of the tender, considering the number and diversity of the course units lectured as well as the mentoring of advance training, namely supervision of curricular projects and internships;

PS2 — Teaching performance: Quality of the teaching activity carried out by the applicant within the subject area of the tender, which should be measured, when possible, through objective evidence based on the results of extensive surveys (pedagogical surveys);

PS3 — Pedagogical innovation and enhancement: Coordination, organisation, and participation in projects that brought new approaches to topics and to activities that seek to develop relevant competences within the scope of the subject area of the tender. Quality and quantity of education publications (namely books, book chapters, publications in journals and conference minutes) in the subject area of the tender. Coordination, organisation, and participation in interinstitutional educational cooperation projects seeking to improve the quality of the learning and teaching processes in the subject area of the tender. Coordination, organisation, and participation in educational committees in relevant national or international institutions in the subject area of the tender. Participation in educational training activities in the subject area of the tender;

PS4 — Production of educational material: Quality and quantity of the material and educational content, namely monographs, texts, teaching material, and other educational material produced by the applicant within the abovementioned parameter PS1;

PS5 — Coordination and participation in educational projects: Coordination and participation in teaching projects within the abovementioned parameter PS1, namely (i) pedagogical direction and coordination (namely degree director, academic coordinator, or pedagogical coordinator), (ii) creation and reorganisation of study programmes (such as participation in the creation or reorganisation of already existing degrees or of obligatory course units' programmes), (iii) proposal and definition of optional course units;

PS6 — Monitoring and mentoring of undergraduate/bachelor students, Master's degree students, and PhD students: Capacity to provide a framework for undergraduate/bachelor students, Master's Degree students, and PhD students within the scope of the subject area of the tender bearing in mind the quality, quantity, and impact of the mentoring activities;

PS7 — Educational dimension of the scientific and educational project referred to in point 4.2 (c) above: Quality of the project with regard to (i) its suitability to the objectives and learning outcomes of the Integrated Master's Degree in Medicine, (ii) its pedagogical coherence, namely its objectives, learning outcomes, content, teaching and learning activities, and forms of assessment, and (iii) the adequacy and rigour of the description considering the dimension of the characterisation of a course unit.

c) Other relevant activities

ORA1 — Provision of services to the scientific and educational community, as well as to the economic-productive sector and to society as a whole: Coordination and participation in the following activities that are: consulting activities or scientific or educational activities (such as technical-scientific consulting, expert opinion in judicial proceedings, participation in technical committees, or participation in educational evaluation committees). Coordination and participation as a professor in vocational courses or technological specialisation courses;

ORA2 — Scientific, cultural, or technological dissemination through activities and publications: Coordination and participation in activities aimed at scientific, cultural, and technological dissemination (such as participation as a speaker in seminars or lectures aimed at non-specialised audiences, participation in discussion panels, or publication of articles for scientific dissemination);

ORA3 — Valorisation and transfer of knowledge: Authorship of patents or ownership records of intellectual property rights of software, mathematical methods, and mental activities rules. Participation in the preparation of legislative acts and technical regulations. When assessing this parameter, one must consider the economic valuation of the research results within the scope of the subject area of the tender, which can be measured by the contracts of technology development and transfer originated and by the spinoff companies they created;

ORA4 — Academic assessment activities, namely regarding academic examinations and competitions: Participation in competitions and academic examinations (such as competitions and examinations towards progression in the academic career, aggregation, doctoral thesis, master's dissertations, bachelor's internships, admission to professional bodies, or specialist title). When assessing this parameter, participations as an examiner and participations outside the University must be considered;

ORA5 — Participation in management activities in higher education or research institutions or in other scientific, technological or cultural entities that carry out such relevant activities: Holder of university management positions, namely participation in university governing bodies, coordination of research units or coordination of functional learning units, or equivalent positions in the national or international scientific and technological system. Holder of management positions in scientifically, technologically, and socially important national or international institutions (such as standardisation bodies or professional bodies).

10.2 — The following weighting factors shall be assigned to the parameters indicated in the preceding point:

Criteria	Parameter	Weight (%)
Scientific performance in the subject area of the tender	SP1 — Scientific or technological production, where open science practices should be valued	50%
	SP2 — Recognition by the scientific community and by society as a whole	10%
	SP3 — Coordination and participation in scientific, cultural creation or technological development projects	10%
	SP4 — Coordination, leadership, and promotion of research activity	10%
	SP5 — Scientific dimension of the scientific and educational project mentioned in point 4.2 (c)	20%
Pedagogical skills	PS1 — Teaching activity in higher education institutions	30%
	PS2 — Teaching performance	10%
	PS3 — Pedagogical innovation and enhancement	10%
	PS4 — Production of educational material	10%
	PS5 — Coordination and participation in educational projects	10%
	PS6 — Monitoring and mentoring of undergraduate students, Master's Degree students, and PhD students	10%
	PS7 — Educational dimension of the scientific and educational project mentioned in point 4.2 (c)	20%
Other relevant activities	ORA1 — Provision of services to the scientific and educational community, as well as to the economic-productive sector and to society as a whole	30%
	ORA2 — Scientific, cultural, or technological dissemination through activities and publications	20%
	ORA3 — Valorisation and transfer of knowledge	10%
	ORA4 — Academic assessment activities, namely regarding academic examinations and competitions	10%
	ORA5 — Participation in management activities in higher education or research institutions or in other scientific, technological, or cultural entities that carry out relevant activities	30%

11 — Rationale for the final ranking of applicants

11.1 — Each member of the jury shall present a written document, to be attached to the minutes of the meeting, which defines the final ranking and selection of the applicants, with a duly justified proposal regarding the ordering of the applicants ("sorting list"). This proposal shall take into consideration the criteria and parameters and their corresponding weighting factors described in this public notice.

11.2 — The final ranking of applicants proposed by each member of the panel shall be given on a scale of 0 to 100.

11.3 — The document mentioned in point 11.1 above must be dully substantiated so as to clearly identify the thinking process that led to the ordering of the applicants.

12 — Public hearing of the applicants

12.1 — If deemed necessary, the panel will hold public hearings of the applicants with the exclusive aim of clarifying the information contained in the applicants' curriculum vitae, on equal terms for all applicants.

12.2 — The date and length of those public hearings shall be determined by the panel depending on the number of applicants.

12.3 — Applicants shall be informed of the decision to hold public hearings not less than 10 working days before the date thereof.

V — RANKING AND SELECTION

13 — Ranking and voting method

13.1 – During the voting procedure to determine the final ranking of the applicants, that shall take place in a meeting, each member of the panel must vote, abstentions not being allowed, in accordance with his/her ordering of the applicants that should follow the assessment of the applicant's curriculum vitae, i.e.:

a) In each voting procedure to determine the applicant that will occupy a given position in the final ranking of applicants, each member of the panel shall vote in the applicant that occupies the highest position in his/her ordering list, after excluding those that have already been placed in a given position in the final ranking.

b) In each voting procedure to determine the applicant that shall be excluded from the new sub-group of applicants that will be submitted to a new voting, each member of the panel shall vote for the applicant that, among those who are tied in the position of least voted, occupies the lowest position in his/her ordering list.

13.2 – The panel will use the following voting methodology for the formation of an absolute majority in the final ranking of applicants, with each member of the panel voting in accordance with the rules established in 13.1:

a) The first vote [voting methodology in accordance with the rules established in point 13.1 (a)] is to determine the applicant to be ranked first. Should an applicant receive more than half of the votes of the members of the panel present at the meeting, (s)he shall be placed first.

b) If that does not happen, the voting shall be repeated [voting methodology in accordance with the rules established in point 13.1 (a)], but only among the applicants with votes for first place, after excluding the least voted applicant during the first vote.

c) In case of a tie between two or more applicants for the position of the lowest voted, a subsequent vote will be conducted [following the methodology outlined in point 13.1 (b)] for those applicants who ranked last in order to break the tie and exclude the least voted applicant. If, following this restricted voting, there remains a tie regarding the same set of applicants, the Chair of the panel will decide which applicant to exclude, as defined by the rules mentioned in points 13.3 and 13.4 below.

d) The process described in the preceding subparagraphs a) and b) shall be repeated until one applicant receives more than half of the votes for first place.

e) The process described in the preceding subparagraphs a) to d) shall be repeated to determine the applicant that will occupy the second place, once the members of the panel remove the applicant they placed first from their ordering list, and so on until a list with the ordering of all applicants has been achieved.

13.3 – If the Chair of the panel is a specialist in the disciplinary area of the application, and in case of a tie, the voting, in accordance with the rules established in point 13.2 above, shall be automatically cast in accordance with the president's vote, as set forth in article 50 (2)(a) of the Statute of the University Teaching Career (ECDU).

13.4 – If the Chair of the panel is not a specialist in the disciplinary area of the application, s(he) shall vote, in case of a tie, in accordance with the rules established in point 13.2 and using the following tie-breaking criteria:

a) Best ranking position obtained under the "pedagogical skills" criterion;
b) Best ranking position obtained under the "scientific performance" criterion.

At each stage of the tiebreaking process, the jury members shall vote for the candidate who, according to their individual assessment grid, achieved the best result in the criterion under consideration. The tie shall be considered resolved when one of the candidates obtains an absolute majority of the validly cast votes.

14 – Notifications of the parties

14.1 – Applicants will be notified, for the email address referred to in the application, of the provisional final ranking, so as to be heard as interested parties, in accordance with Article 121 et seq. of the Code of Administrative Procedure.

14.2 – Once the parties have been heard, the panel shall assess the arguments presented at the hearing and approve the final ranking list of the applicants.

15 – Publication of the final decision

15.1 – The final decision of the panel shall be given within a period of 90 days from the indicated closing date for the submission of applications.

15.2 – The final ranking list of the applicants shall be submitted for approval by the Rector of the University of Minho and the applicants shall be notified of the respective order of approval.

15.3 This public notice is solely intended to fill in the position mentioned and may be terminated by a duly substantiated act of the Rector, if the final ordering project has not yet been notified to the candidates and expires when the position is occupied.

The Rector of the University of Minho

Assinado por: **PEDRO MIGUEL FERREIRA MARTINS AREZES**
Data: 2026.08.10 14:39:57+01'00'

ANNEX I

Application form

Dear Sir

Rector of the University of Minho

Name (...), date of birth (...), nationality (...), citizen's card holder (...) (...), resident in ... (...), mobile number (....), email address (...), academic qualifications (...), in the exercise of functions in _____, in the career and category of _____ (indicate when applicable), you are requested to accept the application for the international selection tender procedure for the recruitment of _ (_) _____ (Category) Professor in the area of _____, according to Notice published in Diário da República no. __, 2nd series, of __ / __ / __, with ref. (...) .

The applicant declares that agrees to receive by email the communications and notifications resulting from the tender.

Notice on the processing of Personal Data (GDPR, article 13)

ATTENTION: All documents submitted, except the Application form, may be accessed by the opponents of the selection tender during the Hearing of interested parties. It is up to the applicant to make available only the information they agree to share in this way.

Scope of the Data Processing: International selection tender procedure for hiring a Professor.

Data Controller: University of Minho, Academic Processes Office.

Contacts of the Data Controller: candidaturas-concursos@gpa.uminho.pt.

Categories of personal data: All information submitted by the candidates through the application procedure.

Recipients of the personal data: University of Minho.

Purposes of the processing: According to the public notice: reception of applications; evaluation of applications; application of the selection methods; notification of the final ranking list to the candidates; hearing of interested parties; approval of the final ranking list by the Rector; notification of the approval order to the candidates.

Lawfulness: Processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering a contract, GDPR article 6.b).

Data retention period: 1 year for documents from third parties presented by the applicant, such as proofs, certificates, and the like; 10 years for the remaining documents.

Rights of the Data Subject: right of access, right to rectification and the right to data portability; right to erasure, pursuant to article 17 of the GDPR; right to restriction of processing, pursuant to article 18 of the GDPR.

Exercise of rights: The data subject should seek to exercise their rights in the first instance from the Controller. If this proves to be a problem, they should turn to the Data Protection Officer.

Data Protection Officer Contacts: protecaodados@uminho.pt, https://www.uminho.pt/dataprotection

(Place and date)
(Signature)

ANNEX II

Honor statement

I, (Name), applicant to the international selection tender procedure for the recruitment of _ (_) _____ (Category) Professor in the area of _____, hereby declare, in my word of honor, that:

a) If selected to occupy one of the contest's vacancies, I commit myself to fulfil the research and development activities in an FCT Research Unit promoted by the Department of _____ or one with which the Department is associated (in accordance with Rectoral Order RT-32/2024).

b) I am not inhibited from exercising public functions, nor forbidden from performing the duties for which I am applying. Moreover, I declare that I have the necessary physical robustness and psychological profile indispensable to the specific exercise of the duties described, and I am following the respective mandatory vaccinations.

c) Giving false declarations shall determine the exclusion of this application to the recruitment procedure, notwithstanding its participation to competent authorities for the legally provided purposes.

d) If placed in an eligible position on the final ranking of the applicants, I must fulfill the deadline set out by the relevant services regarding the delivery of additional documentation for the conclusion of the contract.

e) The total or partial lack of documentation submission, referred to in the preceding paragraph, for causes imputable to me, implies the non-hiring.

(Place and date)

_____

(Signature)