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 1 (one) Assistant Professor in the subject area of Clinical Neurosciences to preferably lecture the following Course Units of Medical Humanities and Personal and Professional Development 1, 2, 3 and 4, of the Integrated Master's Degree Programme in Medicine, of the Organic Subunit Scientific and Pedagogical Area of Medical Humanities of the School of Medicine of this University, will be open for a period of 30 business days counting from the business day immediately following the date on which this notice is to be published in the *Diário da República* (Official Gazette of the Republic of Portugal).

This tender, created in accordance with Order of 01 September 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 Area of Medical Humanities 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 Miguel Castelo-Branco Craveiro Sousa, Full Professor, Department of Medical Sciences, Faculty of Health Sciences, University of Beira Interior;

Doctor Pedro Ricardo Luís Morgado, Associate Professor with aggregation title, School of Medicine, University of Minho;
Doctor Irene Maria Palmares Dias Carvalho, Associate Professor, Department of Clinical Neurosciences and Mental Health, Faculty of Medicine, University of Porto;
Doctor João Miguel Seiça Bessa Peixoto, Associate Professor, School of Medicine, University of Minho;
Doctor Sílvia Raquel Soares Ouakinin, specialist in the field of Psychiatry.

Alternate Members:

Doctor Maria Augusta Vieira Coelho, Full Professor, Department of Biomedicine, Faculty of Medicine,University of Porto;
Doctor Cristina Isabel Nogueira da Silva, Associate 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 5 (five) 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 educational project, which must be presented in a separate digital document, that (s)he intends to develop within the subject area of the application. The description of this project must not exceed 10 pages, including annexes, references and bibliography, with a minimum font size of 11pt, and must include a research programme in the subject area of the application. Said research programme shall properly relate to the course units of Medical Humanities and Personal and Professional Development 1, 2, 3 and 4, of the Integrated Master's Degree Programme in Medicine, assigned to the organic sub-unit that requested the opening of this application, thus proving the suitability of the profile of the applicant regarding the actual needs of said organic sub-unit, namely the reinforcement of its teaching team/staff, justifying this public notice. The scientific and pedagogical project shall be explicitly and duly grounded in the applicant's scientific contributions, as well as in professional activity relevant to the disciplinary field of the competition, with particular emphasis on clinical communication initiatives developed or led by the applicant. The project shall also present the applicant's original and innovative vision for the development of the field, particularly with regard to the teaching and practice of clinical communication in Medicine, demonstrating that the applicant possesses the merit, capacity and experience required for the competent and appropriate performance of the duties inherent to the academic rank and disciplinary field covered by the competition.

**d)** A certificate, in digital form, proving that the applicant holds the doctoral degree (PhD) required to apply for the tender and the date on which it was 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, 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 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** – 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.

**4.4** – 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.

**4.5** – 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.

**4.6** – 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 set out in point 4, admission to the competition is conditional, pursuant to Article 19 of the Regulations, upon holding a doctoral degree (PhD) in a field of knowledge or specialty considered appropriate to the disciplinary field of the competition.

**5.2** — If the doctoral degree 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, 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

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 the following criteria:

A) Publication of 4 original or review articles in peer-reviewed journals indexed in Scopus or Web of Science, with at least 2 as first or last author;

B) A total of at least 100 citations (Scopus or Web of Science);

C) Securing cumulative funding exceeding €25,000 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 Skills**
Assumption of postgraduate training responsibilities, demonstrated by the supervision of at least one enrolled PhD student, or two Master's or Integrated Master's in Medicine students, one of whom has successfully completed the degree.

**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 Medical Humanities and Personal and Professional Development 1, 2, 3 and 4, of the Integrated Master's Degree Programme 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 in terms of their contribution to the generation of new knowledge based on original ideas and hypotheses, their relevance and impact, and the recognition granted by the scientific community (as reflected in citations and references by other authors), as well as open science practices (as reflected in the dissemination of outputs and data through open access). Particular value shall be given to scientific production grounded in clinical practice, namely studies on clinical communication, the doctor–patient relationship, the medical interview, therapeutic adherence, or other topics with direct application to the healthcare context of this field.

SP2 — Recognition by the scientific community and by society as a whole: Recognition by the national and international scientific community in the disciplinary field of the competition and by society at large, as evidenced, inter alia, by scientific awards, fellowships or distinctions, collaboration in the editing of journals of recognised scientific merit, participation in scientific committees of conferences, scientific or technological evaluation of projects, and invited lectures, particularly abroad. Particular value shall be given to recognition obtained in the field of clinical communication, namely through participation in clinical panels, consultancy in complex cases, or membership of working groups or scientific societies.

SP3 — Coordination and participation in scientific, cultural creation or technological development projects: Quality and quantity of scientific projects funded on a competitive basis by public funds through national or international agencies, in which the applicant has participated within the disciplinary field of the competition, and the results obtained therein, with particular relevance given to project coordination, especially when projects are grounded in clinical practice, namely studies on the effectiveness of therapeutic interventions, clinical communication, or patient-centred models of care. Projects leading to technological developments of particular complexity within the disciplinary field of the competition, commissioned by external entities, are also relevant, including the development of clinical assessment instruments or protocols. In assessing quality, consideration shall be given to the funding obtained, the level of demand and competitiveness of the call, or the nature of the protocol underlying the commissioning of the technological developments, as well as the evaluations to which the projects were subjected and the prototypes developed.

SP4 — Coordination, leadership, and promotion of research activity: Capacity to generate, organise and lead scientific teams within the disciplinary field of the competition, including the supervision of postdoctoral researchers, assistants and research fellows, with particular value given to the leadership of clinical teams or services and to the coordination of training programmes for medical residents and assistants in this field, the successful completion of a specialist medical residency recognised by the Portuguese Medical Association being considered a basic qualification for the performance of such clinical leadership functions. Performance of technical coordination roles (e.g. technical committees, specialty boards, thematic working groups) within nationally or internationally recognised technical, scientific or professional institutions (e.g. scientific societies, standardisation bodies, professional associations) in the disciplinary field of the competition, particularly specialty boards or technical committees of the Portuguese Medical Association (*Ordem dos Médicos*) and scientific societies, shall also be considered. The level of internationalisation achieved by the applicant in the disciplinary field of the competition shall also be assessed, as measured by the creation and organisation of scientific events, joint projects and publications, membership of scientific cooperation networks, and research stays at relevant foreign or multinational scientific institutions.

SP5 — Scientific dimension of the scientific and educational project mentioned in point 4.2 (c) above: Quality of the project with regard to: (i) its alignment with the objectives and learning outcomes of the Integrated Master's Degree in Medicine, with particular emphasis on the acquisition and integration of competencies in clinical communication and clinical practice; (ii) the demonstration of the applicant's ability to convert research outcomes into themes and activities capable of contributing to the advancement of the selected curricular units; (iii) the adequacy of the scientific dimension of the project to the challenges of the disciplinary field of the competition, particularly those related to clinical practice and health communication; and (iv) its overall coherence as a research project.

**b) Pedagogical skills**

PS1 — Teaching activity in higher education institutions: Teaching activity carried out by the applicant within the disciplinary field of the competition, taking into account the number and diversity of curricular units taught and the level of responsibility assumed in each unit, as well as the supervision of advanced training, namely the supervision

of curricular projects and internships. Particular value shall be given to the teaching of curricular units in clinical communication, as well as to the supervision of clinical placements in this field grounded in documented clinical practice arising from the successful completion of a specialist medical residency.

PS2 — Teaching performance: Quality of the teaching activity carried out by the applicant within the disciplinary field of the competition, taking into account, where available, independent evaluation processes based on institutional feedback collected through pedagogical surveys. Particular value shall be given to pedagogical performance demonstrated in the theoretical-practical and clinical teaching of clinical communication, namely in the supervision of medical residents and assistants.

PS3 — Pedagogical innovation and enhancement: Coordination, promotion and participation in initiatives that have contributed to the teaching of topics and to activities aimed at developing competencies relevant to the disciplinary field of the competition. Particular value shall be given to pedagogical innovation initiatives that promote the development of clinical communication competencies, namely through simulation, simulated interviews with standardised patients, or training in interpersonal skills. Quality and quantity of pedagogical and educational publications (e.g. books, book chapters, journal publications and conference proceedings) within the disciplinary field of the competition, particularly those concerning the teaching of clinical communication or clinical practice in Medicine. Coordination, promotion and participation in interinstitutional pedagogical cooperation projects aimed at improving the quality of the teaching and learning process within the disciplinary field of the competition. Coordination, promotion and participation in educational committees within institutions of recognised national or international relevance in the disciplinary field of the competition. Attendance of pedagogical training activities within the disciplinary field of the competition.

PS4 — Production of educational material: Quality and quantity of teaching materials and pedagogical content produced by the applicant within the teaching activity referred to in parameter PS1 and within the disciplinary field of the competition, namely monographs, texts, lectures and other teaching materials. Particular value shall be given to materials reflecting the applicant's documented clinical experience in clinical communication, namely commented clinical cases, clinical interview guides, and supporting materials for training in clinical communication competencies.;

PS5 — Coordination and participation in educational projects: Performance of coordination and leadership roles in teaching projects within the activity referred to in parameter PS1 and within the disciplinary field of the competition, namely: (i) academic leadership and pedagogical coordination (e.g. programme directorships, curricular unit coordination, semester pedagogical coordination); (ii) creation and restructuring of educational projects (e.g. participation in the creation or reorganisation of degree programmes or compulsory curricular unit programmes); and (iii) proposal and design of optional curricular units. Particular value shall be given to the creation, restructuring or coordination of curricular units in clinical communication integrating a clinical practice component;

PS6 — Monitoring and mentoring of undergraduate/bachelor students, Master's degree students, and PhD students: Capacity to provide academic supervision and mentoring for undergraduate, master's and doctoral students enrolled in programmes within the disciplinary field of the competition, taking into account the quality, quantity and impact of the supervision activities. Particular value shall be given to the supervision of students undertaking work involving documented clinical practice, namely studies on clinical communication, the therapeutic relationship, or health interventions.

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 alignment with the objectives and learning outcomes of the Integrated Master's Degree in Medicine, particular value being given, in this dimension, to the demonstration of documented clinical and educational experience in clinical communication; (ii) its pedagogical coherence, namely the coherence between objectives, learning outcomes, content, teaching and learning activities, assessment methods, and related elements; and (iii) the adequacy and rigour of the description presented, taking into account the dimensions used to characterise a curricular 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 of and participation in consultancy activities or studies of a scientific or educational nature (e.g. technical-scientific consultancy, expert assessments in judicial proceedings, participation in technical committees, participation in teaching evaluation committees), with particular value given to the successful completion of a specialist medical residency recognised by the Portuguese Medical Association and to the provision of expert or consultancy services arising therefrom, namely medico-legal expert assessments in health or consultancy in complex clinical cases. Coordination of and participation, as a lecturer, in professional training courses or technological specialisation programmes, particularly in clinical communication.

ORA2 — Scientific, cultural, or technological dissemination through activities and publications: Coordination of and participation in scientific, cultural and technological outreach initiatives (e.g. lectures in seminars or talks addressed to non-specialised audiences, participation in discussion panels, publication of outreach articles), with particular value given to outreach initiatives related to health and to the promotion of clinical communication within the community and society at large.

ORA3 — Valorisation and transfer of knowledge: Authorship of patents or registration of intellectual property rights relating to software, mathematical methods and methods of mental activity. Participation in the preparation of legislative proposals and technical standards, particularly those related to clinical practice, namely guidelines or protocols for the clinical interview. The assessment of this parameter shall also take into account the economic valorisation of research results achieved within the disciplinary field of the competition, as measured by the development and technology transfer contracts arising therefrom and by spin-off companies whose creation the applicant has helped to promote.

ORA4 — Academic assessment activities, namely regarding academic examinations and competitions: Participation in academic examinations and selection committees (e.g. academic career progression, habilitation, doctoral theses, master's dissertations, undergraduate placements and admission procedures to professional associations, specialist titles), with particular value given to participation in examination boards for access to specialist titles in medical specialties and in the assessment of clinical communication competencies, the successful completion of the corresponding specialist medical residency being considered a basic qualification for such participation. In assessing this parameter, particular weight shall be given to participation as an examiner and to activities carried out outside the applicant's home institution.

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: Performance of academic management positions and functions, as measured by participation in university governing bodies, coordination of research units, coordination of teaching units, or other equivalent positions within the national or international scientific and technological system, with particular value given to management or coordination positions held in clinical services, arising from the successful completion of the corresponding specialist medical residency.

Performance of management positions and functions within institutions of recognised national or international relevance of a scientific, technological or social nature (e.g. standardisation bodies, professional associations).

**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 | 20% |
| | PS4 — Production of educational material | 5% |
| | PS5 — Coordination and participation in educational projects | 5% |
| | 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 | 40% |
| | ORA2 — Scientific, cultural, or technological dissemination through activities and publications | 40% |
| | ORA3 — Valorisation and transfer of knowledge | 5% |

| | | |
|---|---|---|
| | ORA4 — Academic assessment activities, namely regarding academic examinations and competitions | 5% |
| | ORA5 — Participation in management activities in higher education or research institutions or in other scientific, technological, or cultural entities that carry out relevant activities | 10% |

### 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 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, 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 90days 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: 2026.09.01 10:34:37+01'00'

**ANNEX I**

**Application form**

Dear Sir

Rector of the University of Minho

Name (...), date of birth (...), nationality (...), citizen's card holder (...) (...),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)