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 Associate Professor in the disciplinary area of Organic and Functional Systems. The successful candidate will preferably be responsible for teaching the curricular units Fundamentals of Medicine 1, 2, 3 and 4 and Foundations of Medicine 1 and 2 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-Pedagogical Area of Fundamental Medical Sciences 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 João António Nave Laranjinha, Full Professor, Faculty of Pharmacy, University of Coimbra;
Doctor Maria da Graça Tavares Rebelo de Soveral Rodrigues, Full Professor, Department of Pharmaceutical and Medicinal Sciences, Faculty of Pharmacy, University of Lisbon;
Doctor Jorge Eduardo da Silva Azevedo, Full Professor, Department of Molecular Biology, Abel Salazar Institute of Biomedical Sciences, University of Porto;
Doctor Cristina Maria Barrocas Dias, Full Professor, Department of Chemistry and Biochemistry,

University of Évora;
Doctor Jorge Manuel Rolo Pedrosa, 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 Inês Maria Falcão Sousa Pires Marques, Full Professor, Faculty of Medicina, University of Porto;
Doctor Joana Almeida Pacheco Palha, 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 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 pedagogical project, to be submitted as a separate document in digital format, which the candidate proposes to develop within the disciplinary area of the recruitment procedure, described in no more than 10 pages, including appendices, references and bibliography, using a font size of at least 11 pt. The project shall include a research programme falling within the disciplinary area of the recruitment procedure, duly articulated with the curricular units Fundamentals of Medicine 1, 2, 3 and 4 and Foundations of Medicine 1 and 2, which form part of the compulsory curriculum of the Integrated Master's Degree in Medicine and whose teaching is the responsibility of the organic subunit in which the recruitment procedure is opened, in order to demonstrate the adequacy of the candidate's profile to the actual needs of the organic subunit concerning the reinforcement of its teaching staff that justified the opening of the advertised position.
The scientific and pedagogical project shall be explicitly based on, and duly justified by, the candidate's scientific contributions, as well as by his or her professional activity relevant to the disciplinary area covered by the recruitment procedure, with particular emphasis on Biochemistry as a structuring field of the curricular units concerned. It shall also demonstrate an original, innovative and integrative vision for the scientific, pedagogical and curricular development of these fields of knowledge, showing that the candidate possesses the merit, capacity, experience and competence required to ensure the qualified performance of the duties inherent to the academic category and disciplinary area to which the recruitment procedure relates, thereby contributing to excellence in teaching, research and training in the field of Biochemical Sciences;

d) A certificate, in digital form, proving that the applicant holds the doctoral degree (PhD) required to apply for the tender and the date in which it was obtained and, where applicable, a certificate attesting that the Doctoral degree has been recognized as such, as laid down in sections 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 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 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.

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's Requirements

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 8 original or review articles in peer-reviewed journals indexed in Scopus or Web of Science, with at least 6 as first or last author;
B) A total of at least 250 citations (Scopus or Web of Science);
C) Acquisition of competitive research funding exceeding €100,000 (cumulative), through:

i) coordination of scientific projects as Principal Investigator (PI) or institutional project coordinator at the applicant's employing institution; and/or ii) provision of scientific services and advanced training activities as coordinator at the applicant's employing institution.

7.2.2 — Pedagogical Skills'

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 12 hours;
B) One communication at an international congress or one scientific article published in an indexed journal in the fields of health professions education, teaching and learning, and assessment in higher education;
C) Assumption of postgraduate training responsibilities, demonstrated by the supervision of at least 3 PhD students, of whom at least 1 has successfully completed the doctoral degree;
d) Organisation of at least 3 postgraduate activities (e.g., courses, conferences, workshops, etc.).

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 adopted shall consist of the assessment of the candidates' curricula vitae, with the aim of evaluating their performance and suitability to carry out the duties associated with the position and the disciplinary area to which the competition relates, as well as the teaching of the curricular units Fundamentals of Medicine 1, 2, 3 and 4 and Foundations of Medicine 1 and 2 of the Integrated Master's Degree in Medicine. The assessment shall be based on the evidence contained in the application documents submitted by the candidates and shall determine the extent to which each candidate's profile is suited to the actual needs of the relevant Scientific and Pedagogical Unit, particularly with regard to strengthening its academic staff, which justified the opening of the position.

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 the candidate's scientific or technological output (including editorial activity, books, book chapters, journal publications, conference proceedings, poster presentations, technical reports, technological prototypes and artistic works) in the disciplinary area of the competition, particularly the works selected by the candidate under paragraph (b) of Section 4.2. This criterion shall be assessed on the basis of the contribution of such output to the generation of new knowledge through original ideas and hypotheses, its relevance and impact, the recognition it has received from the scientific community (as reflected by citations and references by other authors), and the candidate's adoption of open science practices (as evidenced by making publications and research data openly accessible);

SP2 – Recognition by the scientific community and by society as a whole: Recognition by the national and international scientific community within the disciplinary area of the competition, as well as by society at large, as demonstrated, inter alia, through the award of scientific prizes, fellowships or distinctions; participation on the editorial boards of internationally recognised scientific journals; membership of scientific committees of conferences; scientific or technological evaluation of research projects; and the delivery of invited lectures, particularly at international level;

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 with regard to: (i) its suitability to the objectives and learning outcomes of the Integrated Master's Degree in Medicine, with particular emphasis on the acquisition and integration of fundamental knowledge in Biochemistry and its application to the teaching of medical sciences; (ii) demonstration of the capacity to translate research results in the field of Biochemistry into curricular content, teaching methodologies and pedagogical activities capable of contributing to the innovation and development of the curricular units covered by the recruitment procedure; (iii) adequacy of the scientific dimension of the project to current and emerging challenges in Biochemistry, particularly in the context of medical education, biomedical research and translational medicine; and (iv) the overall coherence of the project as an integrated proposal for research, innovation and scientific-pedagogical development.

b) Pedagogical skills

PS1 — Teaching activity in higher education institutions: Teaching activity carried out by the candidate in the disciplinary area of the competition, considering the number and diversity of curricular units taught and the level of responsibility in each unit, as well as the supervision of advanced training, namely supervision of curricular projects and internships;

PS2 — Teaching performance: Quality of the teaching activity carried out by the candidate in the disciplinary area of the competition, using, when available, independent processes based on opinion surveys conducted by the institution (teaching evaluations);

PS3 — Pedagogical innovation and enhancement: Coordination, promotion and involvement in initiatives that contributed to the teaching of topics and activities aimed at developing relevant skills in the disciplinary area of the competition. Quality and quantity of pedagogical and educational publications (e.g., books, book chapters, journal publications, conference proceedings) in the disciplinary area of the competition. Coordination, promotion and involvement in inter-institutional pedagogical cooperation projects aimed at improving the quality of the teaching/learning process in the disciplinary area of the competition. Coordination, promotion and involvement in educational committees within institutions of national or international relevance in the disciplinary area of the competition. Participation in pedagogical training activities in the disciplinary area of the competition;

PS4 — Production of educational material: Quality and quantity of pedagogical materials and content, namely monographs, texts, lectures and other didactic materials produced by the candidate within the scope of the activity reported in parameter PS1 in the disciplinary area of the competition;

PS5 — Coordination and participation in educational projects: Performance of coordination and leadership roles in teaching projects within the scope of the activity reported in parameter PS1 in the disciplinary area of the competition, namely: (i) course direction and pedagogical coordination (e.g., course director, curricular unit coordinator, semester pedagogical coordinator); (ii) creation and restructuring of teaching projects (e.g., participation in the creation or reorganization of courses or compulsory curricular units); (iii) proposal and definition of optional curricular units;

PS6 — Monitoring and mentoring of undergraduate/bachelor students, Master's degree students, and PhD students: Ability to provide academic supervision to undergraduate, master's and doctoral students in courses within the disciplinary area of the competition, considering the quality, quantity and impact of the supervision 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 the alignment between objectives, learning outcomes, contents, teaching and learning activities, assessment methods, etc.; and (iii) the adequacy and rigour of the description provided, taking into account the defining dimensions of 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 and participation in consultancy activities or studies of a scientific or educational nature (e.g., technical-scientific consultancy, expert reports in judicial processes, participation in technical committees, participation in teaching evaluation committees). Coordination and participation as a lecturer in professional training courses or technological specialization courses;

ORA2 — Scientific, cultural, or technological dissemination through activities and publications: Coordination and participation in initiatives for scientific, cultural and technological dissemination (e.g., delivering talks in seminars or lectures aimed at non-specialized audiences, participation in discussion panels, publication of outreach articles);

ORA3 — Valorisation and transfer of knowledge: Authorship of patents or intellectual property registrations related to software, mathematical methods and rules of mental activity. Participation in the drafting of legislative projects and technical standards. The evaluation of this parameter should also consider the economic valorization of research results achieved in the disciplinary area of the competition, measured by development and technology-transfer contracts arising from such results, as well as spinoff companies to whose creation the candidate has contributed;

ORA4 — Academic assessment activities, namely regarding academic examinations and competitions: Participation in academic competitions and juries (e.g., academic career progression, habilitation, doctoral theses, master's dissertations, undergraduate internships, professional admission examinations, specialist titles). The evaluation of this parameter should value participation as examiner/opponent and participation outside the candidate's own 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 roles, measured by participation in university governing bodies, coordination of research units, coordination of functional

teaching units, or other equivalent positions within the national or international scientific and technological system. Performance of management roles within institutions of national or international relevance of a scientific, technological or social nature (e.g., standardization bodies, professional orders).

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	20%
	ORA2 – Scientific, cultural, or technological dissemination through activities and publications	20%
	ORA3 – Valorisation and transfer of knowledge	20%
	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 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 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 14:35:38+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)