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) Associate Professor in the subject area of Organ Systems and Functions to preferably lecture the following Course Units of Fundamentals of Medicine 1, 2, 3 and 4 and Foundations of Medicine 1 and 2, of the Integrated Master's Degree Programme in Medicine, of the Organic Unit within the Scientific-Pedagogical Area of Fundamental Medical Sciences at 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 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 Maria Leonor de Sá Barreiros da Silva Parreira, Full Professor, Faculty of Medicine, University of Lisbon;

Doctor Eduardo Jorge Sousa da Rocha, Full Professor, Department of Microscopy, Abel Salazar Institute of Biomedical Sciences, University of Porto;

Doctor Isaura Ferreira Tavares, Full Professor, Department of Biomedicine, Faculty of Medicine, University of Porto;
Doctor Armindo dos Santos Rodrigues, Full Professor, Faculty of Science and Technology, University of the Azores;
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 panel members:
Doctor Manuel João Rua Vilanova, Full Professor, Department of Immunophysiology and Pharmacology, Abel Salazar Institute of Biomedical Sciences (ICBAS), 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 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 Introduction to Fundamentals of Medicine 1, 2, 3 e 4 and Foundations of Medicine 1 and 2, 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-pedagogical project must be explicitly and duly substantiated in the candidate's scientific contributions, as well as in their professional activity relevant to the disciplinary area under competition, with particular emphasis on the fields of Histology and Human Embryology, which constitute foundational domains of the curricular units encompassed. The project must further demonstrate an original, innovative and integrative vision for the scientific, pedagogical and curricular development of these areas of knowledge, evidencing that the candidate possesses the merit, ability, experience and competence required to ensure a qualified performance of the functions associated with the category and disciplinary area in question, thereby contributing to excellence in teaching, research and training within the field of morphological sciences;

d) A certificate, in digital format, attesting to the holder's doctoral degree required for the competition and the date on which it was awarded and, where applicable, recognition of that degree, title or diploma, in accordance with the provisions set out in Section 5.2;

e) One copy, in digital format, of the doctoral thesis and, where the applicant holds the title of *Agregado*, of the documents submitted by the applicant for the award of that title (curriculum vitae, seminar or lecture), to enable the Selection Committee to assess the applicant's suitability for the disciplinary field of the competition. Where these documents are not available in digital format, they may be submitted in paper form in a number of copies corresponding to the number of members of the Selection Committee.;

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 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:

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) Securing cumulative research funding exceeding €100,000 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 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 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 not approved 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 Introduction to Fundamentals of Medicine 1, 2, 3 e 4 and Foundations of Medicine 1 and 2, 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 output (editorial activity, books, book chapters, journal publications and conference proceedings, poster communications, technical reports, technological prototypes, artistic works) in the disciplinary area of the competition, particularly the works selected by the candidate under point 4.2(b). Evaluation considers the contribution to generating new knowledge based on new ideas and hypotheses, its relevance and impact, recognition by the scientific community (reflected in citations and references by other authors), and open-science practices (reflected in open access to publications and data);

SP2 — Recognition by the scientific community and by society as a whole: Recognition by the national and international scientific community in the disciplinary area of the competition, and by society in general, expressed through awards, grants or scientific distinctions; collaboration in editing journals of recognized scientific value; participation in scientific committees of conferences; scientific or technological project evaluation; and invited lectures, particularly abroad;

SP3 — Coordination and participation in scientific, cultural creation or technological development projects: Quality and quantity of scientific projects competitively funded by public agencies (national or international) in which the candidate participated in the disciplinary area of the competition, and the results obtained, with particular relevance given to project coordination. Also relevant are projects leading to technologically complex developments contracted by external entities. Evaluation considers funding obtained, level of competitiveness and rigor of the call, nature of the protocol underlying technological developments, project evaluations, and prototypes produced;

SP4 — Coordination, leadership, and promotion of research activity: Ability to generate, organize and lead scientific teams in the disciplinary area of the competition, including supervision of postdoctoral researchers, assistants and research fellows. Performance of technical coordination roles (e.g., technical committees, specialty colleges, thematic working groups) within nationally or internationally relevant technical, scientific or professional institutions (e.g., scientific societies, standardization bodies, professional orders). Evaluation also considers the candidate's level of internationalization, measured through creation and organization of scientific events, joint projects and publications, participation in scientific cooperation networks, and research stays in foreign or multinational scientific institutes;

SP5 — Scientific dimension of the scientific and educational project mentioned in point 4.2 (c) above: Quality of the project regarding: (i) alignment with the objectives and learning outcomes of the Integrated Master's Degree in Medicine, with particular emphasis on acquiring and integrating fundamental knowledge in Histology and Human Embryology and its application to medical education; (ii) demonstration of the ability to translate research results in Histology and Human Embryology into pedagogical content, methodologies and activities that contribute to innovation and development of the curricular units covered by the competition; (iii) adequacy of the project's scientific dimension to current and emerging challenges in Histology and Human Embryology, particularly in the context of medical education, biomedical research and translational medicine; (iv) 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, the level of responsibility in each unit, and supervision of advanced training, namely curricular projects and internships;

PS2 — Teaching performance: Quality of 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 contributing 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). Coordination and involvement in inter-institutional pedagogical cooperation projects aimed at improving teaching/learning quality. Participation in educational committees within nationally or internationally relevant institutions. Participation in pedagogical training activities;

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

PS5 — Coordination and participation in educational projects: Performance of coordination and leadership roles in teaching projects within the scope of PS1, 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 the disciplinary area of the competition, considering the quality, quantity and impact of supervision activities;

PS7 — Educational dimension of the scientific and educational project referred to in point 4.2 (c) above: Quality of the project regarding: (i) alignment with the objectives and learning outcomes of the Integrated Master's Degree in Medicine; (ii) pedagogical coherence between objectives, learning outcomes, content, teaching-learning activities, assessment methods, etc.; (iii) adequacy and rigor of the description, considering the dimensions required for characterizing 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 or scientific/educational studies (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 or technological specialization courses;

ORA2 — Scientific, cultural, or technological dissemination through activities and publications: Coordination and participation in scientific, cultural and technological dissemination initiatives (e.g., talks in seminars or lectures for 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 or rules of mental activity. Participation in drafting legislative projects and technical standards. Evaluation also considers economic valorization of research results, measured through development and technology-transfer contracts and contributions to the creation of spinoff companies;

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). Evaluation values 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 national or international scientific and technological systems. Performance of management roles in nationally or internationally relevant scientific, technological or social institutions (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 14:35:19+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)