



RESOLUTION N° 214/2014-CONSEPE, November 13th, 2014.

Approves the rules for public contest of examinations and qualifications for entering the Isolated Post of Higher Education Full-Professor.

THE PRESIDENT OF THE UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE, in the use of the duties that the Article 17, Item IV, of UFRN's Statute assigns to her,

TAKING INTO CONSIDERATION the need to regulate the internal rules of public contest for entering the isolated post of Full Professor in the higher education career, in order to adequate it to the Law n° 12772, of December 28th, 2012, altered by the Law n° 12863, of September 24th, 2013;

TAKING INTO CONSIDERATION MEC's Ordinance n° 744, of August 25th, 2014;

TAKING INTO ACCOUNT what is defined in the process n° 23077.0067830/2014-32,

DECIDES TO:

Art. 1 Approve the rules contained in this Resolution and its annexes, which regulate the public contest process for entering the isolated post of Full Professor of Higher Education.

**TITLE I
OCCUPATION OF THE FULL PROFESSOR POST**

Art. 2. The public contest referred to by this Resolution has as entrance requirements:

I – to have a PhD title; and

II – to prove 10 (ten) years of experience or that the applicant has had the PhD title for 10 years, both in the knowledge area demanded in the contest.

Art. 3. The applicant must show excellence and special distinction in his/her academic history and display a qualified profile and acknowledged professional competence, that reflects, clearly and undoubtedly, his/her career as researcher/professor, his/her contributions and scientific, technological, academic and/or institutional leadership, as well as the innovative aspects of the production presented. In addition, he/she must present proved international insertion and of

continued human resources formation, exemplified by completed dissertations and theses that contribute to the improvement and raising of the quality of the academic and professional areas of UFRN.

TITLE II

THE ORGANIZATION OF THE CONTEST

Art. 4. The following duties are the responsibility of the Contest Coordination - CCon, a unit that integrates the Vice-Presidency of People Management, responsible for the organization of the contest:

I – to prepare and publish in the Official Journal of the Union and in the electronic website of the Vice-Presidency of People Management the Opening Call of the public contest;

II – to receive from the Academic Department or from the Specialized Academic Unit, the indication of the knowledge area of the contest, the program, and the expectation of professional action defined by the Special Contest Committee – CEC-specified in Art 6 of this resolution, according to the model established in Annex II, and advertising it afterwards in the electronic website of the Vice-Presidency of People Management (www.progesp.ufrn.br) and in the SIGRH system (www.sigrh.ufrn.br), by means of an informative note.

III – to analyze the registration requests of the applicants, announcing in the electronic website of the Vice-Presidency of People Management, by means of an informative note, the result of homologation of accepted and denied registrations;

IV – to receive and analyze the requests for reconsideration from the applicants whose registrations have been denied, publishing the definitive result in informative notes in the electronic website of the Vice-Presidency of People Management;

V – to forward to the head of the Department or to the direction of the Specialized Academic Unit, the informative note of homologation of the registrations for the purpose of what is established in articles 10, paragraph 3, and 12, both of this Resolution;

VI – to receive from the Academic Department or the Specialized Academic Unit the names of the members of the Special Evaluation Committee – CEA and the Calendar, according to the model established in Annex III, publishing it later in the electronic website of the Vice-Presidency of People Management (www.progesp.ufrn.br) and in the SIGRH system (www.sigrh.ufrn.br), by means of an informative note.

VII – to open a challenging deadline so that the registered applicants may express their opinions about a possible impediment or suspicion of any of the members of the Special Evaluation Committee – CEA.

VIII – to follow up all the steps of the public contest alongside the head of the Academic Department and/or the direction of the Specialized Academic Unit, with the power to request and provide clarifications, as well as to request corrections for mistakes that may eventually be detected;

IX – to advertise the final classificatory scores of all applicants;

X – to open and check the administrative process of the contest, according to the terms of the Art. 35, paragraphs 1, 3 and 4 of this Resolution;

XI – to receive requests from applicants related to clarifications or irregularities of the contest, forward them to the Special Evaluation Committee for analysis and response, under the terms of art. 37 of this Resolution;

XII – to prepare the conclusive report of each knowledge area encompassed in the Call, attaching it to the homologation process of the contest.

CHAPTER I

KNOWLEDGE AREA AND PROGRAM OF THE CONTEST

Art. 5. The contest's knowledge area shall be defined according to the guidelines circumstanced in the Institutional Development Plan (PDI) as to the search for excellence and internationalization of UFRN's postgraduate studies.

§ 1. The definition of the knowledge area shall be conducted by the Postgraduate collegiates to which the vacancies/posts will be destined.

§ 2. When an interdisciplinary postgraduate program is involved, the postgraduate collegiate shall indicate the knowledge area as well as the department responsible for conducting the contest.

Art. 6. The program and the expectation of professional action shall be defined by a special contest committee assigned by the plenary of the department or specialized academic unit and shall be comprised of 3 (three) members bound to the knowledge area of the contest or an equivalent one, of which 2 (two) must obligatorily belong to the postgraduate program.

§ 1. The contest's program shall address general themes within the knowledge area object of the contest.

§ 2. The contest's program and the expectation of professional action, approved by the plenary of the Academic Department or Specialized Academic Unit, shall be made available from the first day of the registration in the electronic website of UFRN's Vice-presidency of People Management (www.progesp.ufrn.br) and in SIGRH (www.sigrh.ufrn.br).

§ 3. The applicant may obtain in the electronic website of UFRN's Vice-Presidency of People Management (www.progesp.ufrn.br):

- I – the rules of the contest;
- II – opening call and informative notes;
- III – the names of the members of the Special Evaluation Committee;
- IV – calendar of the contest, containing date, place and time of the written examination; and
- V – form of indication of the language and of the spoken examination's theme with respective **resumo** and abstract.

TITLE III

CALL AND REGISTRATION

CHAPTER I

CALL

Art. 7. Registration for the contest of entering the isolated post of full professor of Higher Education shall be preceded by the publication of a Call in the Official Journal of the Union (DOU), in the electronic website of UFRN's Vice-Presidency of People Management, of the Integrated System of Human Resource Management – SIGRH and in a newspaper with big circulation.

§ 1. Gradually, the following informative notes shall be incorporated to the Call, for all effects:

- I – announcement of the program and expectation of professional action;
- II – result of the homologation of registrations;
- III – the names of the members of the Special Evaluation Committee (CEA);
- IV – contest's schedule.

§ 2. The informative notes shall be published in the electronic website of the Vice-Presidency of People Management (www.progesp.ufrn.br) and in the SIGRH system (www.sigrh.ufrn.br).

§ 3. The Call shall be prepared by the Contest Coordination of the Vice-Presidency of People Management, from the distribution of vacancies approved by CONSEPE.

§ 4. The call must obligatorily have:

I – a reference to the ministerial act which authorizes the performance of the public contest, where appropriate;

II – the number of public posts to be filled;

III – the amount of posts reserved to people with disabilities and admission criteria, according to what is established in arts. 37 to 44 of the Decree n° 3298, of December 20th, 1999;

IV – the amount of posts reserved to the applicants who declare themselves black, during the period of its validity, according to the Law n° 12990, of June 9th, 2014;

V – the name of the public post, the entrance class and the initial salary, listing the parts that comprise it;

VI – the law of creation of the public post or career, and its regulations;

VII – the description of the post's duties/assignments;

VIII – the indication of the schooling level required to taking over the post;

IX – the accurate indication of the registration places, times and procedures, as well as the formalities for its confirmation;

X – the value of the registration fee and cases where a waiver of the fee is possible;

XI – the guidelines for the presentation of the form to request a waiver of the registration fee, according to applicable legislation;

XII – the indication of the documentation to be presented during the examinations, as well as the material whose use is not permitted in this stage;

XIII – the accurate listing of the knowledge areas and the eventual grouping of examinations;

XIV – the indication of the dates when the examinations will take place;

XV – the number of stages of the public contest, with indication of the respective stages, its eliminatory nature or eliminatory and classificatory nature;

XVI – the warning that spoken examinations shall be recorded;

XVII – the detailed explanation about the methodology used for the classification in the public contest;

XVIII – the definition of the means of measuring/calculating the applicant's performance in the examinations, observing what is established in Law n^o 10741, of October 1st, 2003;

XIX – definition of the period of validity of the contest and the possibility of extension;

XX – clauses about the process of preparation, presentation, admissibility, analysis, decision and announcing of the results of the reconsideration requests.

§ 5th. The indication of the dates when the examinations will take place specified in Item XIV may undergo changes, in which case ample publicity must be given by means of a complementary call in the Official Journal of the Union.

CHAPTER II REGISTRATION

Art. 8. The registration for the contest shall be opened for a period of 15 (fifteen) to 90 (ninety) consecutive days, by means of publication of a Call in the Official Journal of the Union, with immediate announcement in the website of the Vice-Presidency of People Management (www.progesp.ufrn.br) and in the SIGRH system (www.sigrh.ufrn.br).

Art. 9. The registration shall be conducted exclusively through the Internet, by filling out an electronic form and issuing a banking invoice (Collecting Invoice of the Union - Guia de Recolhimento da União - GRU) for paying the registration fee, within the contest's registration period.

§ 1. In the moment of the registration, the applicant must indicate his/her preference in relation to the language (Portuguese or English) for the performance of all the stages of the contest (Annex XVIII).

§ 2. In the moment of the registration, the applicant shall indicate the theme of his/her class for the oral exam, as well as its respective **resumo** and *abstract* (Annex XVIII).

Art. 10. As soon as the registration period is over, the process of analysis and homologation shall begin.

§ 1. The Contest Coordination, within 3 (three) business days after the finishing of the registration, shall announce in the electronic website of the Vice-Presidency of People Management and in the SIGRH system (www.sigrh.ufrn.br) the homologated registrations.

§ 2. Within 03 (three) working days at most, starting from the date of announcement of the homologated registrations in the electronic website of the Vice-Presidency of People Management and in the SIGRH system, the interested applicant shall be given the chance of disputing his/her non-homologation. The request shall be delivered in the Contest Coordination [Coordenadoria de Concursos].

§ 3º. When the deadline for disputing the homologation result is over, it is the responsibility of the Contest Coordination to submit the homologation of the registrations to the head of the Academic Department or the direction of the Specialized Academic Unit, which must contain the list of the applicants whose registrations were approved or denied, as well as the form containing the **resumo** and abstract of the theme of the oral exam, so that the Special Evaluation Committee (CEA) is composed, according to the terms of the art. 12 of this Resolution.

TITLE IV

SPECIAL EVALUATION COMMITTEE

Art. 11. The contest shall be conducted by the Special Evaluation Committee (CEA), under the supervision of the Contest Coordination.

Art. 12. The Special Evaluation Committee (CEA) shall be made up of 6 (six) members, all of them from outside UFRN.

§ 1. All CEA members shall be acting in the knowledge area to which the contest is being conducted.

§ 2. Among the 06 (six) members, 3 (three) shall be full members and 3 (three) shall be substitutes, all of them, in both cases, shall belong to other national or international institutions.

§ 3 Every member of the Special Evaluation Committee shall be full professor with PhD degree, or equivalent, from an educational institution of the same knowledge area object of the contest, and, exceptionally, in the absence of such a professor, of a related knowledge area.

§ 4. It is the responsibility of the Head of the Academic Department or the Director of the Specialized Academic Unit, in meeting the requirements of this article, to take the necessary measures to guarantee the composition of the CEA.

§ 5. The appointment of the components and the presidency of the CEA shall be made through an ordinance, published in a Service Bulletin, issued by the Director of the Center or the Specialized Academic Unit, upon approval by the respective plenary. Such appointment must be informed in the minutes. When a Teaching Unit or Application College is involved, the appointment shall be made by the Rector, upon indication by the respective plenary. Such appointment must be informed in the minutes.

§ 6. For each knowledge area contained in the call, a Special Evaluation Committee shall be appointed.

§ 7. After becoming aware of the applicants whose registrations have been accepted, the members of the CEA shall be urged by the Contest Coordination to fill out a declaration of qualifications and confidentiality, existence or inexistence of impediment, taking into account what is established in art. 15 of this Resolution, according to templates contained in Annexes I.

Art. 13. The Contest Coordination shall announce the names of the members of the Special Evaluation Committee through publication in the electronic website of the Vice-Presidency of People Management (www.progesp.ufrn.br) and in the SIGRH system (www.sigrh.ufrn.br). The duly registered applicants shall be given the chance of, within 03 (three) working days, recommending the impediment or the suspicion of any member, whether full member or substitute, or the composition of the committee, if it was not formed in accordance with the rules of this Title.

§ 1. The recommendations mentioned in the *caput*, duly explained and grounded, shall be made before the Contest Coordination, which shall submit them to the Head of the Academic Department or the Director of the Specialized Academic Unit, where appropriate, so that, within 5 (five) days, from the date of the receipt, he/she submits to the respective plenary the impugnation request presented.

§ 2. Upon receiving the impugnation, it shall be the responsibility of the head of the Academic Department or the direction of the Specialized Academic Unit, where appropriate, under the terms of art. 12 of this Resolution, to select as many new members as those who have been challenged, within 5 (five) days, starting from the date of the awareness of the receipt.

§ 3. The head of the Academic Department or the Director the Specialized Academic Unit shall meet with the Special Evaluation Committee to prepare the calendar of the contest and shall submit it to the Contest Coordination, according to Annex III of this Resolution, for publication in the electronic website of the Vice-Presidency of People Management (www.progesp.ufrn.br) and in the SIGRH system (www.sighr.ufrn.br).

Art. 14. It shall be the responsibility of the Special Evaluation Committee:

I – to prepare the written examination's answer expectation card;

II – to apply and evaluate the written examinations of the applicants, filling out the individual evaluation cards by each member of the CEA;

III – to write and announce in the bulletin board the minutes of the written examination's evaluation, containing the individual scores assigned by the evaluators and the final score consolidated by the CEA, of each of the applicants identified by code as well as the criteria used for the correction (Answer Expectation Card), signed by all the members of the CEA, and forward it to the Contest Coordination for publication in the electronic website of the Vice-Presidency of People Management (PROGESP);

IV – to announce in the bulletin board the order of presentation of the oral exam, listing the procedures for identification of the applicants approved in the written examination;

V – to evaluate the oral exams according to the items established in the Annexes VII;

VI – to request to the Contest Coordination the necessary resources for recording in audio or in audio/video the oral exam and the memorial and professional action plan examination;

VII – to request to the Contest Coordination, where appropriate, the audio or audio/video recordings produced during the stages of the contest.

VIII – to write and announce in the bulletin board the minutes of execution of the oral exam, informing beginning and end times, the themes presented by each applicant with the respective individual scores assigned by the evaluators and the final consolidated score, signed by all members of the CEA and forward it to the Contest Coordination for publication in PROGESP's electronic website;

IX – to summon the applicants approved in the oral exam, by means of posting a note in the bulletin board, for conducting the memorial and professional action plan–MPAP examination;

X – to write and announce in the bulletin board the minutes of the defense of the Memorial and Professional Action Project - MPAP, containing the beginning and end times, the individual scores assigned by the evaluators and the final consolidated score, of each of the applicants, signed by all members of the CEA, and forward it to the Contest Coordination for publication in PROGESP's electronic website;

XI – to write and announce in the bulletin board the minutes of the qualifications examination, showing the correlation between the qualifications presented by all the applicants and the areas defined in the Call, which must be signed by all members of the CEA;

XII – to compute the Final Classificatory Score of the applicants, submitting it to the plenary of the Department and to homologation by the Council of the Center or the Specialized Academic Unit, where appropriate, announcing it in the bulletin board, and forward it to the Contest Coordination for publication in PROGESP's electronic website;

XIII – to analyze and reply to requests from applicants forwarded through the Contest Coordination;

XIV – to receive the documentation of the applicants required in the call, specified in Art. 22, § 2 of this Resolution, delivered to the secretary of the Department or the Specialized Academic Unit, by means of a protocol (Annex VI);

XV – to judge the requests prepared by the applicants as a result of the outcome of the evaluations, issuing a conclusive opinion, containing the motivation and the foundation for the decision. It must be signed by all members of the CEA.

§ 1. The expectation card in relation to the answers defined in Item I of this article must be prepared before the application of the examinations, according to Annexes V of this Resolution.

§ 2. The evaluation criteria of the Oral Exam are listed in Annexes VII of this Resolution.

Art. 15. It is forbidden the participation in the Special Evaluation Committee of:

I – spouse, ex-spouse or common-law companion of the applicant;

II – ascendant or descendant of an applicant, or collateral until the third degree, whether the kinship is by consanguinity, affinity or adoption;

III – partner of an applicant in a professional activity;

IV – advisor, ex-advisor, co-advisor, ex-co-advisor, advisee or ex-advisee in postgraduate programs attended by the applicant;

V – member of a research group or project in which he/she has interacted with the applicant in the past 5 (five) years;

VI – co-author of publication and/or presentation of scientific study with the applicant in the past 5 (five) years;

VII – a member that, for whatever reason, may have a personal interest in the outcome of the contest.

Single Paragraph. In the event of the occurrence of any of the impediments mentioned in the *caput* of this article, the member of the committee affected by it shall be replaced by a professor appointed under the article 12 of this Resolution.

TITLE V

THE STAGES OF THE CONTEST

CHAPTER I EVALUATIONS

Art. 16. The contest shall be made up of four types of evaluations, conducted in the following order:

I – written examination, of eliminatory nature;

II – oral exam, of eliminatory nature;

III – evaluation of Memorial and Professional Action Project – MPAP, of eliminatory nature;

IV – qualifications examination, of classificatory nature.

§ 1. It will not be allowed the performance of the examinations by an applicant who, for whatever reason, fails to meet the time established for its beginning.

§ 2. The attendance of the applicant shall be recorded by means of an attendance roll (Annexes XI, XIII and XV) and presentation of an identification document with picture.

Art. 17. All the examinations shall be conducted in Portuguese or in English, according to what is established in §1 of Art. 9, with exception to the contests in the areas of foreign languages and the Brazilian sign language (LIBRAS), which, at the discretion of the Academic Department, the Specialized Academic Unit, the Teaching Unit or the Application College, may be conducted in the language related to the respective area.

Single Paragraph. In the case of registration of applicants with hearing disabilities, the examinations shall be conducted in the Brazilian sign language (LIBRAS), provided that this has been required by the applicant in the moment of the registration.

CHAPTER II THE WRITTEN EXAMINATION

Art. 18. The written examination is meant to assess the applicant's knowledge in relation to the content of the contest's program, as well as his/her capacity of expression in the academic language.

§ 1. The written examination shall be applied by CEA and shall be made up of a dissertation of a single theme about the state-of-the-art of the knowledge area object of the contest.

§ 2. The examination shall last at most 04 (four) hours.

§ 3. Applicants will not be allowed to consult any material, after the beginning of the examinations.

§ 4. The written examination shall be corrected, independently, by each of the evaluators, and the final score shall be the arithmetic average of the scores assigned by them, considering 02 (two) decimal places, rounding up the second decimal place, when the subsequent digit is equal to or higher than 5 (five).

§ 5. The CEA will assign to the written examination a score from 0.00 (zero) to 10.0 (ten), and the applicant who obtains final score, resulting from the arithmetic average, lower than 7.00 (seven) shall be disqualified.

Art. 19. The applicant will identify his/her written examination exclusively by means of a number, obtained through a draw conducted before the beginning of the examination.

§ 1. Each applicant will take out from an envelope a card containing a number that must be memorized and kept secret, as it will serve for identifying his/her examination; afterwards, the applicant will write his/her full name in the card and will put it back in the mentioned envelope, that shall be sealed and signed on the seal by the CEA president.

§ 2. The announcement of the written examination scores shall be made by means of the numbers drew by the applicants. The envelope, containing the card with the full name of the applicants and respective identification numbers, shall be opened in the presence of the applicants during the announcement of the order of presentation of the oral exam.

§ 3. The written examination scores, along with the answer expectation prepared by the CEA members, shall be announced in the bulletin boards of the Academic Department or Specialized Academic Unit and in the electronic website www.progesp.ufrn.br.

Art. 20. The CEA members must write down the score assigned to each applicant in a specific form (Annex IV), individually, with 02 (two) decimal places, in such a way as to prevent the other members from becoming aware of the assigned score.

Art. 21. If, in the evaluation of the written examination, there is a discrepancy of scores among the evaluators above 3.00 (three) points, the CEA itself, before announcing them in the bulletin board and in PROGESP's electronic website, shall conduct, by law, a new correction.

CHAPTER III ORAL EXAM

Art. 22. The oral exam is aimed at assessing the knowledge and didactical-pedagogical skills of the applicant in relation with the planning and adequacy of the methodological approach of the class to be taught before the CEA.

§ 1st. The order of presentation of the oral exam shall follow the order of registration of the applicants.

§ 2nd. The applicant must, on the day of the announcement of the order of presentation of the themes of the oral exam, deliver in the secretary of the Academic Department or the Specialized Academic Unit, upon protocol (Annex VI), the documentation required in the Call, which encompasses:

- I – *curriculum vitae*, with the photocopy of the supporting documents;
- II – memorial and Professional Action Project, in 03 (three) counterparts;
- III – photocopy of identification document with picture.

§ 3rd. Failure to deliver or the incomplete delivery of the documentation specified in the previous paragraph will result in the elimination of the applicant.

§ 4th. The oral exam, conducted in a public session, will be made up of a lecture, of theoretical nature, about a theme indicated in the moment of registration, according to Art. 9, § 2nd, and the participation of competing applicants is not allowed.

§ 5th. The oral exam sessions shall be recorded in audio or in audio/video for the sake of registering; should there be a failure that makes recording impossible, the CEA must postpone the session.

§ 6th. The audience present at the session is not allowed to record or broadcast the oral exams by any means.

§ 7th. The oral exam must be evaluated by the CEA, by filling out the individual evaluation card contained in Annex VII, and the final score shall be the result of the

arithmetic average of the scores assigned by the CEA members, considering 02 (two) decimal places, rounding up the second place, when the subsequent digit is equal to or higher than 5 (five).

§ 8th. The CEA will assign to the oral exam a score from 0.00 (zero) to 10 (ten), and the applicant who obtains a final score lower than 7.00 (seven) shall be disqualified.

§ 9th. The oral exam scores shall be announced in the bulletin boards of the Academic Department or the Specialized Academic Unit and in PROGESP's electronic website (www.progesp.ufrn.br).

§ 10. The applicants must request, from the resources available in the department, the audiovisual/didactical resource in the moment of the announcement of the order of presentation of the themes for the oral exam.

§ 11. The didactical resources, when requested, shall be provided by the Academic Department or Specialized Academic Unit, where appropriate, depending on the availability on the part of these units, and shall be identical to all applicants.

Art. 23. If in the evaluation of the oral exam there is a discrepancy of scores among the evaluators above 3.00 (three) points, the CEA itself, before announcing them in the bulletin board and in PROGESP's electronic website, must officially conduct a new evaluation and what is established in § 8th of art. 22 of this Resolution shall be kept.

Art. 24. The oral exams shall be organized in shifts that must have, at most, the presentations of 03 (three) applicants per shift, and they shall be conducted in the shift following the announcement of the written examination score, according to the definition of the CEA.

Single Paragraph. The order of presentation of the oral exam and the applicant's theme shall be announced in the bulletin board of the Academic Department or Specialized Academic Unit, obeying the order of registration.

Art. 25. The lesson plan is a mandatory item for conducting the oral exam, and the CEA must demand from the applicant 3 (three) printed photocopies that must be handed before the beginning of the presentation to each evaluator. Failure to do so results in the elimination of the applicant from the contest.

Art. 26. The oral exam shall last 60 (sixty) minutes of presentation, with no argumentation by the CEA.

CHAPTER IV

MEMORIAL AND PROFESSIONAL ACTION PROJECT – MPAP

Art. 27. The Memorial and the Professional Action Project (MPAP) are two items of a single document that must contain, in a discursive and grounded way:

I – description and analysis of the teaching, research and community service activities developed by the applicant, including his/her scientific production, in addition to other activities, individual or in group, related to the knowledge area in question;

II – professional action project in the area of the contest, establishing the theoretical assumptions of this action, the actions to be conducted and the expected results, identifying their possible outcomes and consequences.

Art. 28. The MPAP defenses shall be conducted in public sessions, and shall have the presentation of at most 03 (three) applicants per shift. The participation of competing applicants will not be allowed.

§ 1st. In the moment of the announcement of the oral exam result, it shall be indicated the order of presentation, that shall respect the order of registration in the contest, as well as the shift, followed by immediate announcement in the bulletin board of the Academic Department or Specialized Academic Unit.

§ 2nd. The MPAP defense sessions shall be mandatory and recorded in audio or audio/video for the sake of registering; in the event of a failure that makes recording impossible, the committee shall postpone the session.

§ 3rd. The audience present at the session is not allowed to record the MPAP by any means.

§ 4th. Each defense shall last at most 30 (thirty) minutes for presenting the MPAP, in which all members of the CEA must obligatorily participate. Each member shall have up to 15 (fifteen) minutes to argue.

Art. 29. The CEA shall assign to the MPAP a score from 0.00 (zero) to 10 (ten), and the applicant who obtains a final score lower than 7.00 (seven) shall be disqualified.

§ 1st. The MPAP shall be evaluated by each member of the CEA, by means of filling out the individual evaluation card included in Annexes VIII, and the final score shall be the arithmetic average of the scores assigned by the evaluators, considering 02 (two) decimal places, rounding up the second, when the subsequent digit is equal to or higher than 5 (five).

§ 2nd. The scores of the MPAP evaluation shall be announced in the bulletin boards of the Academic Department or Specialized Academic Unit and in PROGESP's electronic website (www.progesp.ufrn.br).

CHAPTER V

THE EXAMINATION OF QUALIFICATIONS AND INTELLECTUAL PRODUCTION

Art. 30. After the conclusion of the written and oral exam and the MPAP evaluation, the CEA shall assign points to the qualifications and to the intellectual production, contained in the curriculum vitae of each applicant, for the calculation of the final score of the qualifications examination.

§ 1st. The assignment of points to the qualifications and to the intellectual production shall be made based on the information contained in the curriculum vitae and in the corresponding supporting documentation, delivered under the terms of art. 22, § 2nd of this Resolution.

§ 2nd. The registration of the points shall occur by filling the Evaluation Card of the Qualifications Examination of each applicant, informing each item or subitem scored, employing Annex IX .

Art. 31. The CEA shall assign a score from 0.00 (zero) to 10.00 (ten) to the qualifications examination of the applicant according to Annex IX. It must be considered 02 (two) decimal places, rounding up the second, when the subsequent digit is equal to or higher than 5 (five).

Single Paragraph. The scores of the qualifications and intellectual production examination shall be announced in the bulletin boards of the Academic Department or

TITLE VI THE JUDGEMENT

CHAPTER I ASSIGNMENT OF SCORES

Art. 32. The CEA shall assign to each applicant a final classificatory score (NFC), according to the following formula:

$$\text{NFC} = 0,1*\text{PE} + 0,2*\text{PO} + 0,4*\text{MPAP} + 0,3*\text{PT}.$$

Where: PE corresponds to the final score obtained in the written examination; PO, to the final score of the oral exam; MPAP, to the final score of the memorial evaluation; PT, to the final score of the qualifications examination.

Single Paragraph. In the calculation of the NFC, the result shall be presented up to the second decimal place, rounding up when the subsequent digit is equal to or higher than 05 (five).

Art. 33. The applicants who obtain an NFC equal to or higher than 7.00 (seven) shall be considered approved.

§ 1st. The approved applicants shall be ranked in the descending order of the NFC.

§ 2nd. Applicants who were not classified among the maximum number of approved, according to art. 16 and Annex II, both from Decree nº 6944, of August 21st, 2009, shall be automatically eliminated from the public contest, even though they may have achieved the expected minimum score.

Art. 34. In the event of a tie, the age shall be the tiebreaker, with preference to the oldest applicant, according to art. 27, single paragraph, of Law nº 10741, of October 1st, 2003.

Single paragraph. None of the applicants who reached a tie in the last classification of approved shall be considered disqualified, according to Decree nº 6944, of August 21st, 2009.

CHAPTER II THE HOMOLOGATION

Art. 35. Upon completion of the evaluation of the examinations, the Contest Coordination shall announce the final classificatory scores in the electronic website www.progesp.ufrn.br, and the CEA shall be responsible for announcing it in the bulletin boards of its headquarters.

§ 1st. The Contest Coordination shall open in the SIPAC system (www.sipac.ufrn.br) an homologation process for each knowledge area defined in the call, attaching the documents specified in § 5th, items I, II, III, IV, VII, VIII, IX and X of this article, and shall forward it to the respective Academic Department or Specialized Academic Unit.

§ 2nd. The Academic Department or Specialized Academic Unit, in possession of the process, shall attach to the documentation, the documents specified in § 5th, items

V, VI, XI, XII, XIII, XIV, XV, XVI, related to the contest in one single process, organized in volumes, to be submitted to homologation in the respective plenary of the Department and in the Center Council or Specialized Academic Unit.

§ 3rd. After the homologation of the contest in the respective plenary of the Department, Center Council or Specialized Academic Unit, the documentation shall be forwarded to the Contest Coordination for preparation of a conclusive report.

§ 4th. After the preparation of the conclusive report, the Contest Coordination shall send the process to the Teaching, Research and Community Service Council - CONSEPE for the final homologation.

§ 5th. The homologation process must contain the following documents:

I – photocopy of the act authorizing the performance of the public contest;

II – photocopy of the administrative act of internal distribution of vacancies;

III – photocopies of the contest's calls, respective annexes, and eventual corrections, with the proof of publication in the Official Journal of the Union (DOU);

IV – photocopy of the resolution that governs the contest;

V – photocopy of the act of designation of the Special Evaluation Committee;

VI – photocopy of the declarations of qualifications and confidentiality, existence or inexistence of impediment of the members of the Special Evaluation Committee;

VII – list of registered applicants;

VIII – informative note of the Contest Coordination containing the list of applicants with accepted and denied registrations;

IX – contest's program; form with indication of the theme of his/her class for the oral exam with his/her **resumo** and abstract and expectation of professional action;

X – contest's calendar, containing, at least, the date when the examinations will begin and the time and place of the written examination;

XI – individual evaluation cards of the applicants for each step of the contest (Written and Oral Exams, Memorial Evaluation and Professional Action Project and Qualifications Examination), containing the Answer Expectation Card, signed by the respective CEA members;

XII – original of the written examinations of the applicants;

XIII – minutes of the written examination, containing the beginning and end times, the individual scores assigned by the evaluators and the final score consolidated by the CEA, of each applicant, containing the occasional extraordinary situations, signed by all CEA members, and the result must contain two decimal places;

XIV – minutes of the oral exam containing the adopted procedures, the beginning and end times, the themes presented by each of the applicants with the respective individual scores assigned by the evaluators and the final score consolidated by the committee, signed by all CEA members, and the result must contain two decimal places;

XV – lesson plan delivered by the applicants in the oral exam;

XVI – *curriculum vitae*, with the photocopy of supporting documents, one copy of the Memorial and the Professional Action Project, copy of the identification document with picture, and one copy of the Lesson Plan, under the terms of art. 22, § 2nd of this Resolution;

XVII – minutes of the MPAP defense, containing the beginning and end times, the individual scores assigned by the evaluators and the final score consolidated by the

committee, of each of the applicants, signed by all CEA members, and the result must contain two decimal places;

XVIII – minutes of the qualifications examination with the final score consolidated by the committee, of each of the applicants, signed by all CEA members, and the result must contain two decimal places;

XIX – technical or legal reports/opinions issued about the contest, where appropriate;

XX – requirements and reconsideration requests that may occasionally be presented by the applicants and their respective responses and decisions;

XXI – minutes of the calculation of the Final Classificatory Score signed by all CEA members, containing the occasional extraordinary occurrences of the contest and the processing of the partial and final scores, and the result must contain two decimal places;

XXII – minutes or certificate of homologation of the contest by the plenary of the Academic Department or Specialized Academic Unit;

XXIII – minutes or certificate of homologation of the contest by the Council of the Center or the Specialized Academic Unit;

XXIV – conclusive report of the Contest Coordination;

XXV – opinion of the process's rapporteur and of the resolution of homologation by CONSEPE.

§ 6th. The non-rewritable media containing the oral exam recordings (Oral and MPAP) shall be archived under the responsibility of the Contest Coordination.

§ 7th. The templates of the minutes mentioned in the items of this article are available in Annexes X, XII, XIV, XVI and XVII.

§ 8th. When the contest is annulled or revoked, a circumstantially grounded technical opinion must be included in the process specified in § 5th of art. 35 of this Resolution.

Art. 36. After the homologation by CONSEPE, the process shall be forwarded to the Vice-Presidency of People Management, for the measures needed to the fulfillment of the vacancies, and its archiving shall be the responsibility of the Contest Coordination.

Art. 37. After the homologation of the contest in the respective plenary of Department, Council of Center or Specialized Academic Unit, the documentation must be forwarded to the Contest Coordination for the preparation of a conclusive report.

CHAPTER III

REQUESTS, RECONSIDERATION REQUESTS AND APPEALS

Art. 38. During the realization of the examinations until the announcement of the minutes of calculation of the final classificatory score in the bulletin board by the CEA, at any moment, the applicant shall be allowed to contact the Contest Coordination, by means of a duly grounded request, for the sake of clarification or denouncement of facts that point to the failure to meet some aspect of this Resolution, which shall be analyzed by the CCon, and the CEA shall be listened.

§ 1st. The requests forwarded to the Contest Coordination shall integrate the contest's process.

§ 2nd. The Contest Coordination shall forward the requests to the CEA, which shall provide a reply to the request referred to by the caput of this article until the

conclusion of its works, and the reply shall be sent to the applicant and then be attached to the contest's process.

§ 3rd. The applicant shall also be allowed to request to have access to his/her examinations and evaluation cards, as well as to request the production of photocopies of this material, which shall be made available according to procedures and deadlines established in this Call.

§ 4th. The applicant may have access to the process of homologation of the contest. The supply of photocopies or recordings of examinations and evaluation cards of the other contestants is forbidden.

Art. 39. The applicant shall be allowed to present a reconsideration request:

I – of the result of the written examination's answer expectation;

II – of the result of the scores assigned in the written, oral, memorial and professional action project and qualifications and intellectual production examinations;

III – of the final result of the contest homologated by the Teaching, Research and Community Service Council – CONSEPE and published in the Official Journal of the Union.

§ 1st. The reconsideration requests specified in items I and II must be directed to the Special Evaluation Committee and registered in the Contest Coordination within 24 (twenty four) hours, starting from the announcement of the result in the unit's bulletin board.

§ 2nd. The reconsideration request specified in item III must be directed to the Plenary of CONSEPE and registered in the Contest Coordination, within 05 (five) business days, starting from the first business day following the announcement.

§ 3rd. The applicant who fails to achieve the minimum score for approval in any stage of the selection process and who has registered a reconsideration request within the deadline established in the caput shall be allowed to participate in the following evaluation stage until the definitive pronouncement of the CEA in relation to the reconsideration, that must be prior to the announcement of this stage.

§ 4th. If the reconsideration request is denied, the participation in the following stage shall be disconsidered for all intents and purposes, and the applicant shall be considered as having failed.

§ 5th. The approval or denial of the reconsideration request must be justified by the CEA in an explicit and clear way and consistent with the indication of the facts and the bases of the decision. The bases of CONSEPE's decisions shall be included in the respective minutes of the meeting.

§ 6th. The applicant shall be entitled to request photocopies of the decisions about reconsideration requests occasionally registered by him/her, according to procedures and deadlines established in the Call.

§ 7th. A reconsideration request made via mail, fax, electronic mail or after the deadline will not be accepted.

§ 8th. Under no circumstances shall be accepted requests for reviewing the reconsideration request already analyzed by the CEA.

Art. 40. The applicants are entitled to make an appeal to the University Council – CONSUNI concerning the final homologation of the contest made by the CONSEPE within 30 (thirty) days, starting from the publication of the homologation in the Official Journal of the Union.

§ 1st. The applicants will only be entitled to make an appeal to CONSUNI when the decision homologated by CONSEPE is not unanimous.

§ 2nd. The appeal must be forwarded to the plenary of CONSUNI and registered in the Secretary of the Collegiates.

§ 3rd. The appeal may be received, with suspensive effect, at the discretion of the competent authority.

§ 4th. In the event that the appeal is accepted, the effects of the decision shall retroact to the date of the challenged act.

CHAPTER IV CONTEST'S VALIDITY

Art. 41. The contest governed by the present Resolution shall be valid for 01 (one) year, and it may be extended only once, for an equal period, for filling a job post in the knowledge area object of the contest.

TITLE VII GENERAL AND TRANSITORY CLAUSES

Art. 42. The legal regime of the job posts of the Plan of Careers and Job Posts of the Federal Higher Education Teaching is the one that was created by Law nº 8112, of December 11th, 1990.

Art. 43. The analysis of the internal distribution of the vacancies destined to the public contest of Full Professor shall be conducted by the Permanent Committee of Institutional Development - CPDI, by means of convocation call, and shall be submitted to homologation by CONSEPE, under the terms of Resolution nº 110/2008-CONSEPE.

Art. 44. For the purposes of what is established in this Resolution, only the qualifications obtained in programs accredited by the Ministry of Education shall be taken into consideration, for those that were issued by a national educational institution.

§ 1st. The postgraduate program diplomas obtained in foreign higher education institutions shall be revalidated or recognized by a higher education institution accredited by the Ministry of Education at the moment of taking hold of the job post.

§ 2nd. In the event of approval of a foreign applicant, whose contest was conducted in English, the applicant must prove proficiency in Portuguese at most within 3 (three) years, under penalty of exoneration.

Art. 45. The knowledge areas object of the contest defined in Call must obey the Knowledge Areas and Subareas of the CNPq or of CAPES in effect at the date of preparation of the contest's Call.

Single Paragraph. In the situations in which the Tables of Knowledge Areas and Subareas of the CNPq or of CAPES are not suitable, the Special Committee of the Contest -CEC, may, in a justified way, define the knowledge subarea and the related areas of the contest, which shall be included in the homologation process of the call alongside CONSEPE.

Art. 46. The language indication card and of the oral exam theme with the respective **resumo** and abstract, specified in art. 6, § 3rd, item V, of this Resolution, shall be available in the electronic website of UFRN's Vice-Presidency of People Management until it is incorporated to the registration card in SIGRH system (www.sigrh.ufrn.br), under the terms of art. 9 of this document.

Art. 47. The applicant who fails to meet any of the obligations described in this Resolution shall be considered disqualified from the contest.

Art. 48. From its date of publication, the present Resolution enters into effect, and any dispositions to the contrary are here revoked.

Art. 49. The cases not anticipated in this Resolution shall be solved by CONSEPE.

Presidency, in Natal, October ????, 2014.

Ângela Maria Paiva Cruz
PRESIDENT

ANNEX I

DECLARATION OF QUALIFICATIONS AND CONFIDENTIALITY, EXISTENCE OR INEXISTENCE OF IMPEDIMENT

I, _____, member of the Special Evaluation Committee of public contest for the isolated post of Higher Education Full Professor, in the area _____, appointed by Ordinance [Portaria] nº _____ declare to hold the qualifications required by the job post object of this Contest, and commit to the confidentiality of the information.

I also declare that I DO NOT have any impediment to perform my duties, according to what is established in Art. 15 of Resolution nº 214/2014-CONSEPE, of November 13th, 2014, under penalty of being punished in the civil, criminal and administrative levels.

Place, Date

Member of the Special Evaluation Committee

ANNEX II

**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
VICE-PRESIDENCY OF PEOPLE MANAGEMENT**

NAME OF THE DEPARTMENT/SPECIALIZED ACADEMIC UNIT

Address:**ZIP Code:****Phone:**

E-mail:

PUBLIC CONTEST OF EXAMINATIONS AND QUALIFICATIONS FOR HIGHER EDUCATION
TEACHING, FOR THE ISOLATED POST OF FULL PROFESSOR, IN THE AREA OF

CONTEST'S PROGRAM

PROFESSIONAL ACTION EXPECTATION

ANNEX III

**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
VICE-PRESIDENCY OF PEOPLE MANAGEMENT**

NAME OF THE DEPARTMENT/SPECIALIZED ACADEMIC UNIT

Address:

ZIP Code:

Phone:

E-mail:

**PUBLIC CONTEST OF EXAMINATIONS AND QUALIFICATIONS FOR HIGHER EDUCATION
TEACHING, FOR THE ISOLATED POST OF FULL PROFESSOR, IN THE AREA OF**

<u>SPECIAL EVALUATION COMMITTEE -(CEA)</u>	Nº of the Ordinance (Portaria) that appointed the committee: _____
Full members	Names of the members/Home Institution
1st (President) (Home Institution)
2nd (Home Institution)
3rd (Home Institution)
Substitutes	
1st (Home Institution)
2nd (Home Institution)
3rd (Home Institution)

CALENDAR			
EXAMINATION	DATE	PLACE	TIME

ANNEX IV

UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE Individual Card of Evaluation of the Written Examination	
Academic Department or Specialized Academic Unit	
Identification	
Number of the applicant in the codified identification	
Knowledge Area of the Contest	
Date	
INDIVIDUAL SCORE	
Name of the Member of the Examining Committee	
Justification of the Score	
Score	
Signature	

ANNEX V

UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE Answer Expectation Card of the Written Examination	
Academic Department or Specialized Academic Unit	
<div>EVALUATION CRITERIA<ul style="list-style-type: none">▪ Clarity and command in the use of the language;▪ Textual coherence and cohesion, with the correct use of the Portuguese or English language;▪ Command of the contents, showing the understanding of the knowledge area and themes object of the examinations;▪ Command and precision in the use of the concepts;▪ Coherence in the development of the ideas and argumentative capacity.</div>	
Signature of the CEA members	1 st member (President): 2 nd member: 3 rd member:

ANNEX VI

UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE	
Protocol of delivery of documents	
Academic Department, Specialized Academic Unit	
Identification	
Name of the Applicant	
Knowledge area of the Contest	
Date	
Documents delivered	
<input type="checkbox"/>	<i>Curriculum Vitae</i> , with photocopy of supporting documents; number of pages: _____
<input type="checkbox"/>	Memorial and professional action project, in 03 (three) counterparts; number of pages: _____
<input type="checkbox"/>	Copy of the identification document with picture
Signature	

Duplicate of the Applicant

<p>We declare, for all intents and purposes and under the terms of Art. 22, § 2nd, of Resolution nº 214/2014-CONSEPE, _____ that _____ the _____ applicant _____ delivered _____ in _____ (unit) the documentation specified below:</p> <p><input type="checkbox"/> <i>Curriculum Vitae</i>, with copy of the supporting documents; number of pages: _____</p> <p><input type="checkbox"/> Memorial and professional action project, in 03 (three) counterparts; number of pages: _____</p> <p><input type="checkbox"/> Copy of the identification document with picture.</p> <p>Natal/RN, _____ of _____ of _____.</p>
Signature of the Person in Charge

ANNEX VII

UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE Individual Evaluation Card of the Oral Exam for the Isolated Post of Full Professor, in Higher Education (MANDATORY DELIVERY OF THE LESSON PLAN)		
Academic Department or Specialized Academic Unit		
Identification		
Name of the applicant		
Knowledge area of the contest		
Theme of the class		
Date		
Items of Evaluation of the Oral Exam		
		0.0 to 3.0 points
Lesson Plan	<ul style="list-style-type: none"> Clarity in writing the elements of the plan (spelling, rules of adequate bibliographic formatting); up-to-dateness and pertinence of the references used. Pertinence of the proposed goals with the theme of the class. Coherence among goals, contents, didactical procedures, resources and evaluation. Adequacy in the treatment of the theme to the formative profile established in the pedagogical project in one of the courses in which he/she may act. 	
		0.0 to 6.0 points
Didactical-methodological aspects	<ul style="list-style-type: none"> Relates the theme of the class with the area/subject of the contest and explains his/her theoretical-methodological options. Addresses the theme with a view to achieving the goals proposed in the plan, developing the class in the expected time and showing mastery of the contest and self-confidence in the explanation. Places the theme in its context of production, relates it with the other curricular components and with the socio-cultural universe of the students, and uses, directly or indirectly, the references indicated in the plan. Displays correction and adequacy in the use of the language and clarity in communication, in addition to correctly using the terminology and the concepts of the area. 	
		0.0 to 1.0 points
Appropriate employment of the didactical resources	<ul style="list-style-type: none"> Uses resources adequate to the content addressed and to the methodology chosen, as an auxiliary means in the approach and understanding of the theme of the class. Exhibits skill in the use of the selected resources. 	
Oral Exam Scoring		
ITEM		SCORE
Lesson Plan - Justification/Comments:		
Didactical-Methodological Aspects - Justification/Comments:		
Appropriate Employment of the didactical resources - Justification/Comments:		
TOTAL OF THE SCORES ASSIGNED TO THE ITEMS		
Name of the Examiner		
Signature of the Examiner		

ANNEX VIII

UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE Individual Evaluation Card of the Memorial and Professional Action Project for the Isolated Post of Higher Education Full Professor	
Academic Department or Specialized Academic Unit	
Identification	
Name of the applicant	
Knowledge area of the Contest	
Date	
Items of Evaluation of the Memorial and Professional Action Project	
THE MEMORIAL AND THE PROFESSIONAL ACTION PROJECT	<div style="text-align: right;">0.0 to 5.0 points</div> <p>The writing takes into account the academic language requirements: objectivity, clarity and precision and obeys ABNT standards as to quotes, footnotes and bibliographic organization.</p> <p><u>The Memorial</u></p> <ul style="list-style-type: none"> * The text is a historical and reflective narration of the events that constituted the academic-professional history of the applicant and provides complete and accurate information of the paths taken and their articulation with the contest's area. * Describes and establishes a connection among the different stages of formation and professional action. * Contextualizes the facts and events in the wider surrounding historical-cultural context. * Articulates the described history to justify his/her possible action and the current investment in teaching, community service and research in the Institution. * Selects adequately and pertinently the theoretical references. <p><u>The Professional Action Project</u></p> <ul style="list-style-type: none"> * Articulates the professional action project and the academic-professional history with the knowledge area object of the contest and with the professional action expectation. * It anticipates the participation in teaching, research and community service activities, and in academic administration activities for insertion in the institutional context. * Articulates the proposals made to the institutional projects of UFRN and/or of the department or specialized academic unit to which he/she is applying. * Presents new focuses, contributing to the consolidation and development of the area.
PRESENTATION AND DEFENSE OF THE MEMORIAL AND THE PROFESSIONAL ACTION PROJECT	<div style="text-align: right;">0.0 to 3.0 points</div>

	<ul style="list-style-type: none"> * Capacity for analysis of the events that marked his/her academic-professional history. * Explains the importance of his/her formation to his/her professional action; * Clarifies the theoretical or practical positions/decisions taken in each stage of his/her formation/action. * Shows the coherence between the activities developed throughout his/her academic history and the subject/area of the contest. * Justifies in an adequate and grounded way the continuities and inflections in his/her academic-professional history. * Exhibits solid knowledge of the contents of the subject/area of the contest, in addition to general culture
ARGUMENTATION: MEMORIAL AND PROFESSIONAL ACTION PROJECT	0.0 to 2.0 points
	<ul style="list-style-type: none"> * Objectivity, clarity, precision and correction in the use of the language. * Correction and coherence in the form of arguing and defending his/her ideas. * Shows skill in preparing replies to questions. * Replies conveniently the examiners' questions, showing confidence and knowledge in the use of terms and concepts.
Score of the Memorial and Professional Action Project	
ITEM EVALUATED	SCORE
THE MEMORIAL AND PROFESSIONAL ACTION PROJECT Justification/Comments:	
PRESENTATION AND DEFENSE OF THE MEMORIAL AND THE PROFESSIONAL ACTION PROJECT Justification/Comments:	
ARGUMENTATION: MEMORIAL AND PROFESSIONAL ACTION PROJECT Justification/Comments:	
TOTAL OF THE SCORES ASSIGNED TO THE ITEMS	
Name of the Examiner	
Signature of the Examiner	

ANNEX IX

Table for Scoring the Activities

Group 1 – Teaching				
Minimum score of 100 points and maximum of 150				
	Item	Points	Additional Score	Maximum Score
1.1	Experience in higher education teaching (undergraduate and/or postgraduate), for at least 10 (ten) years, in duly authorized or accredited Higher Education Institutions.	Minimum of 100	5 for each additional year	150
1.2	Participation in the structuring of programs and/or teaching projects (undergraduate and/or postgraduate)	5 per project		10
1.3	Supervision of post-doctorate internship conducted in duly authorized or accredited Higher Education Institutions.	7 per student		
1.5	Ongoing supervision/guidance of student of doctorate program in duly authorized or accredited Higher Education Institutions.	5 per student		
1.4	Ongoing supervision/guidance of student of master's degree program in duly authorized or accredited Higher Education Institutions.	3 per student		
1.6	Ongoing supervision/guidance of scientific initiation student at undergraduate level	1 per student		2
Group 2 –Research and Community Service Production/Product				
Minimum score of 500 points and Maximum of 1050. For the production of the last 10 years: the full score shall be applied. Production before the last 10 years, a reducing factor of 0.5 shall be applied.				
	Item	Points		Maximum Score
2.1	Defended and approved master's degree End-of-Program Project/Assignment (professionalizing).	5/student	-	20
2.2	Supervision/guidance of defended and approved master's degree dissertation.	10/student		
2.3	Supervision/Guidance of defended and approved doctorate thesis.	20/student	Must have supervised at least 5 students	
2.4	Technical-scientific article, in the knowledge area of the contest, published in a journal classified with impact factor greater than 3.00	30		
2.5	Technical-scientific article, in the knowledge area of the contest, published in a journal classified with impact factor between 2.00 and 2.99	20		
2.6	Technical-scientific article, in the knowledge area of the contest, published in a journal classified with impact factor between 1.00 and 1.99	10		45
2.7	Letters Patent	150		
2.8	Publication of scientific, didactical, cultural or technical book (in the knowledge area of the contest) in a publishing house with ISBN and Editorial Board	30		

2.9	Publication of a scientific, didactical, cultural or technical book (in a related area of the contest) in a publishing house with ISBN and Editorial Board	20		
2.10	Chapter of a scientific, didactical, cultural or technical book (in the knowledge area of the contest) in a publishing house with ISBN and Editorial Board.	15		2 per book
2.11	Chapter of a scientific, didactical, cultural or technical book (in a related area of the contest) in a publishing house with ISBN and Editorial Board	10		2 per book
2.12	Edition of book in a publishing house with ISBN and Editorial Board	10		
2.13	Organization of a scientific, didactical, cultural or technical book (in the area of academic activity of the professor) in a publishing house with ISBN and Editorial Board.	5	book	
2.14	Software registration.	8	registration	
2.15	Production of artistic works classified as Qualis A encompassing the areas of choreography, literature, music, theater, cinema, TV/Video, drawing, sculpture, photography, engraving, painting and installation. *			
2.16	Production of artistic works classified as Qualis B encompassing the areas of choreography, literature, music, theater, cinema, TV/Video, drawing, sculpture, photography, engraving, painting and installation. *			
2.17	Full paper published in annals of international event with ISBN			
2.18	Full paper published in annals of national event with ISBN			
2.19	Bibliographic citations of his/her papers attested by h-index greater than or equal to 30**	60		
2.20	Bibliographic citations of his/her works attested by h-index between 15 and 29**	30		
2.21	Bibliographic citations of his/her works attested by h-index lower than 15**	15		
	* In areas not encompassed by impact factor, or h-index, it will be the CEA responsibility the analysis of classification based on the national parameters qualis or equivalent, for the sake of scoring, provided that the equivalences related to the scientific articles and books have been obeyed.			
	**Reference the h-index using the ISI Basis			

Group 3 – Research/Community Service

Maximum score of 150 points. For the activities of the last 10 years: the full score shall be applied.
Production before the last 10 years: the reducing factor of 0.5 shall be applied.

	Item	Points	At each	Maximum Score
3.1	Participation as coordinator of cooperation project or national/international network	10	Project	30
3.2	Participation as a member of cooperation project or national/international network	5	project	15
3.3	Coordinator of institutional research project funded by international agencies and/or authorities	10	project	

3.4	Coordinator of institutional research project funded by national agencies and/or authorities	5	project	
3.5	Editor of scientific and cultural journals classified with impact factor greater than 3.00	50	Mandate	
3.6	Editor of scientific and cultural journals classified with impact factor between 2.00 and 2.99	40	Mandate	
3.7	Editor of scientific and cultural journals classified with impact factor between 1.00 and 1.99	20	Mandate	
3.8	Ad hoc consultant/peer reviewer of a journal classified with impact factor greater than 3.00	10		40
3.9	Ad hoc consultant/peer reviewer of a journal classified with impact factor between 2.00 and 2.99	7		
3.10	Ad hoc consultant/peer reviewer of a journal classified with impact factor between 1.00 and 1.99	5		
3.11	Ad hoc consultancy of Capes and CNPq's projects and scholarships	5		20
3.12	Participation as coordinator in community service actions (programs, projects and other community service actions), with minimum duration of 1 year, funded by Brazilian/international agencies and/or authorities	10	Action	30
3.13	Participation as a member in community service actions (programs, projects and other community service actions) with minimum duration of 1 year, funded by Brazilian/international agencies and/or authorities	5	Action	15
3.14	Request of patent assessment with preliminary opinion (previous patent search) by NITs (Technological Innovation Centers) of public institutions or by INPI (National Institute of Industrial Property)	50	Registration	100
3.15	Coordination of research projects in cooperation between research institutions and companies, with results applied to the solution of relevant technical problems or to the increase of industrial competitiveness.	10	Project	

Group 4 - Institutional (professional merit and administrative activity)

Maximum score of 150 points. For the activities of the last 10 years: the full score shall be applied.
Production before the last 10 years: a 0.5 reducing factor shall be applied.

	Item	Points	At each	Maximum score per semester
4.1	Rector or vice-rector or equivalent position	20	Mandate	
4.2	Vice-rector or equivalent position	20	Mandate	
4.3	Deputy Vice-rector or equivalent position	20	Mandate	
4.4	Director and Vice-Director of Center or Specialized Academic Unit or equivalent position	20	Mandate	
4.5	Head and Vice-head of Academic Department	20	Mandate	
4.6	Coordinator and Vice-Coordinator of Program (Undergraduate or Stricto Sensu Postgraduate)	20	Mandate	

4.7	Participation appointed alongside governmental authorities of education, science and technology, and health of the country (with scientific connection) .	30	Mandate	
4.8	Participation as full member in permanent committees of CAPES, CNPQ or equivalent	30	Mandate	
4.9	Participation as full member in committees of national and international scientific societies	30	Mandate	
4.10	International Professional or Academic Merit Award granted by renowned entities, of an academia or scientific society, of letters, or other of renowned prestige.	20	Award	
4.11	National Professional or Academic merit award granted by a renowned entity, of the academia or scientific society, of letters, or other of renowned prestige.	10	Award	
4.12	Regional or local award of professional or academic merit granted by a renowned entity, of the academia or scientific society, of letters, or other of renowned prestige.	5	Award	
4.13	Internationally awarded cultural or artistic work	15	Award	
4.14	Nationally awarded cultural or artistic work	10	Award	
4.15	Regionally or locally awarded cultural or artistic work	7	Award	
4.16	Fellow of Productivity in Research of the CNPq (1A-B), or possessing equivalent scientific or technological production and productivity	15	Year	
4.17	Fellow of Productivity in Research of the CNPq (1C-D), or possessing equivalent scientific or technological production and productivity	10		
4.18	Fellow of Productivity in Research of the CNPq 2, or possessing equivalent scientific or technological production and productivity	5		
4.19	Visiting professor bound to research projects aimed at the scientific and technological cooperation, the expansion and internationalization of science, innovation and technology.	15	Year	

* Publications are considered in the different media (digital, printed, etc)

The score assigned to the qualifications shall be given according to the following formula:

PT= 10*(total number of points obtained by the applicant /1500)

Where PT = Qualifications Examination

TALLING OF POINTS / SCORE	
Group I	
Group II	
Group III	
Group IV	
Total of Points	

Signature of the Committee Members (CEA)	1 st member (President): 2 nd member: 3 rd member:
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ANNEX X

MINISTRY OF EDUCATION UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE

MINUTES OF THE PERFORMANCE OF THE PUBLIC CONTEST'S WRITTEN EXAMINATION

On the _____ (day of the month) of _____ (month) of _____ (year), at _____, the public contest for Full Professor of the area _____ started, through the performance of the written examination coordinated by the Special Evaluation Committee, constituted by professors _____, _____, _____ - President, appointed by Ordinance (Portaria) nº. ____/____, of ____ of _____ of _____. The following applicants attended: (a) _____, (b) _____, (c) _____, (d) _____, (e) _____, according to the attendance list (attached). The written examination started at ____ and ended at _____. The Special Evaluation Committee started the correction at ____ of MM/DD/YYYY. The examinations were corrected independently by each evaluator, and the final score was the arithmetic average of the scores assigned by the evaluators, considering 02 (two) decimal places. Following is the detailing of the scores obtained by each applicant (identified through the code):

Applicant's Code	President	1 st Examiner	2 nd Examiner	AVERAGE
	X,XX	X,XX	X,XX	X,XX
	X,XX	X,XX	X,XX	X,XX

The applicants who obtained a score equal to or higher than seven were approved, in this case the applicants identified by the code ____, ____, whose scores were ____, ____, respectively. There being nothing further to discuss, I, _____, president of the Special Evaluation Committee, wrote the present minutes, signed by me and the other members of the Special Evaluation Committee.

Name of the City, DD of MM of YYYY.

TIME OF ATTACHING THE MINUTES TO THE BULLETIN BOARD
-----:-----h

PRESIDENT

1st EXAMINER

2nd EXAMINER

ANNEX XI

**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
NAME OF THE DEPARTMENT**

**PUBLIC CONTEST FOR FULL PROFESSOR OF THE _____ CAMPUS
Area:_____**

WRITTEN EXAMINATION'S ATTENDANCE LIST

Applicant's Name	Signature
a.	
b.	
c.	
d.	
e.	

Name of the City, DD of MM of YYYY.

PRESIDENT

1st EXAMINER

2nd EXAMINER

ANNEX XII

**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
NAME OF THE DEPARTMENT**

MINUTES OF THE PERFORMANCE OF THE PUBLIC CONTEST'S ORAL EXAM

On _____ (DD) of _____ (MM) of _____ (YYYY), at _____, at room ____, were present: _____ - CEA member, _____ CEA member, _____ CEA President, _____ - applicant, _____ - applicant, The Special Evaluation Committee for the Full Professor post in the area _____ opened the envelope, containing the card with the full name of the applicants and their respective identification numbers, which are:

Identification Number	Applicant's Name

On _____ (DD) of _____ (MM) of _____ (YYYY), at _____ (time), in room _____, the first **shift** of presentations of the oral exam by the applicants _____, _____ and _____ was started, according to the attendance list (Attached). The presentations happened within the deadline established in art. 26 of Resolution nº 214/2014-CONSEPE. When the presentation was over, at _____ (time), and after the independent evaluation of the oral exam by each member of the Special Evaluation Committee, a final score obtained through an arithmetic average was assigned.

REPEAT AS MANY SHIFTS AS NEEDED, REPLACING THE EXPRESSION FIRST WITH SECOND, ETC. THE SPECIFICATION OF THE BEGINNING AND END TIME OF EACH SHIFT IS MANDATORY.

For the sake of registration, the following table of the individual and consolidated scores of each of the applicants in this stage is presented, considering 02 (two) decimal places:

Applicant's Name	President	1st Examiner	2nd Examiner	AVERAGE
	X,XX	X,XX	X,XX	X,XX
	X,XX	X,XX	X,XX	X,XX
	X,XX	X,XX	X,XX	X,XX

There being nothing further to discuss, I, _____, president of the Special Evaluation Committee, wrote the present minutes, signed by me and the other members of the contest's committee.

_____ (Name of the City), ____ of _____ of _____.

TIME WHEN THE MINUTES WAS ATTACHED TO THE BULLETING BOARD
-----:-----h

PRESIDENT

1st EXAMINER

2nd EXAMINER

ANEXO XIII

MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
NAME OF THE DEPARTMENT

ATTENDANCE LIST OF THE PRESENTATION OF THE ORAL EXAM THEMES
SHIFT: _____ (First, Second or Third)

Name of the Applicant	Signature

_____ (Name of the City), _____ of _____ of _____.

PRESIDENT

1st EXAMINER

2nd EXAMINER

**P.S.: MAKE AN ATTENDANCE LIST FOR EACH PRESENTATION
SHIFT**

ANNEX XIV

**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
NAME OF THE DEPARTMENT**

**MINUTES OF EVALUATION OF THE MEMORIAL AND PROFESSIONAL
ACTION PROJECT – MPAP**

On _____ (day) of _____ (month) of _____ (year), at _____, in room _____, it was started the **first** shift of presentations of the Memorial and Professional Action Project – MPAP, of the public contest for Full Professor in the area _____, by applicants _____, _____ and _____, according to attendance list (attached). The presentations happened within the deadline established in art. 28, § 4th of Resolution nº 214/2014-CONSEPE. Afterwards, each member of the committee formulated his/her arguments, according to § 4th of article 28 of Resolution nº 214/2014-CONSEPE. When the presentation and the argumentation of the **first** shift was over, at _____ (time), and after the independent evaluation of the Memorial and Professional Action Project – MPAP by each member of the Special Evaluation Committee, the members gathered and assigned a final score from an arithmetic average of the individually assigned scores.

REPEAT AS MANY SHIFTS AS NECESSARY, REPLACING THE EXPRESSION FIRST WITH SECOND, ETC. THE SPECIFICATION OF THE BEGINNING AND END TIME OF EACH SHIFT IS MANDATORY.

For the sake of registration, it is presented the table of the individual and consolidated scores of each of the applicants in this stage, considering 02 (two) decimal places:

Name of the Applicant	President	1 st Examiner	2 nd Examiner	AVERAGE
	X,XX	X,XX	X,XX	X,XX
	X,XX	X,XX	X,XX	X,XX
	X,XX	X,XX	X,XX	X,XX

There being nothing further to discuss, I, _____, president of the Special Evaluation Committee, wrote the present minutes, signed by me and the other members of the contest's committee.

_____ (name of the city), ____ (day) of _____ (month) of _____ (year).

TIME WHEN THE MINUTES WAS ATTACHED TO THE BULLETING BOARD
-----:-----h

PRESIDENT

1st EXAMINER

2nd EXAMINER

ANNEX XV

**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
NAME OF THE DEPARTMENT**

**ATTENDANCE LIST OF THE PRESENTATION OF THE MEMORIAL AND
PROFESSIONAL ACTION PROJECT**

SHIFT: _____ (First, Second or Third)

Name of the Applicant	Signature

_____ (name of the city), _____ (day) of _____ (month) of
_____ (year).

PRESIDENT

1st EXAMINER

2nd EXAMINER

**P.S.: MAKE AN ATTENDANCE LIST FOR EACH SHIFT OF
PRESENTATIONS**

ANNEX XVI

MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
NAME OF THE DEPARTMENT

MINUTES OF THE QUALIFICATIONS AND INTELLECTUAL PRODUCTION EXAMINATION OF THE PUBLIC CONTEST FOR THE ISOLATED POST OF FULL PROFESSOR

On _____ (day) of _____ (month) of _____ (year), at _____ (time), the Special Evaluation Committee, presided by _____, gathered in room _____ to conduct the calculation of scores for the qualifications evaluation regarding the area _____, _____ Campus. The following members were present: _____, _____ and _____. After analyzing the documentation of the registered applicants, the Special Evaluation Committee, under the terms of arts. 30 and 31 of Resolution nº 214/2014-CONSEPE, assigned the following scores, considering 02 (two) decimal places:

Name of the Applicant	SCORE BY GROUP				Score obtained
	G1	G2	G3	G4	
					X,XX

*** Qualifications Examination = 10*(total number of points obtained by the applicant/1500)**

There being nothing further to discuss, I, _____, president of the Special Evaluation Committee, wrote the present minutes, signed by me and the other members of the contest's committee.

_____ (name of the city), _____ (day) of _____ (month) of _____ (year).

TIME WHEN THE MINUTES WAS ATTACHED TO THE BULLETING BOARD
-----:-----h

PRESIDENT

1st EXAMINER

2nd EXAMINER

ANEXO XVII

**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE
NAME OF THE DEPARTMENT**

**MINUTES OF THE CALCULATION OF THE FINAL CLASSIFICATORY SCORE
(NFC)**

On _____ (day) of _____ (month) of 20____ (year), the Special Evaluation Committee, in connection with the Call N°. ____/20____, published in the Official Journal of the Union (DOU) N°. _____, of ____ (day) of _____ (month) of 20____ (year), for fulfillment of the post of Full Professor, in the area of _____, gathered in _____ to calculate the final result of the contest. The evaluation was conducted by the members of the Special Evaluation Committee according to arts. 32 to 34 of Resolution nº 214/2014-CONSEPE, assigning the scores and classification in the table below, considering two decimal places:

Name of the Applicant	Written	Oral	Qualifications	Memorial	NFC (Score/ Approved or Failed)*
	X,XX	X,XX	X,XX	X,XX	X,XX (Approved) – 1st
	X,XX	X,XX	X,XX	X,XX	X,XX (Approved) – 2nd
	X,XX	X,XX	X,XX	X,XX	X,XX (Failed)

* $NFC = 0,1 \cdot PE + 0,2 \cdot PD + 0,4 \cdot MPAP + 0,3 \cdot PT$.

Where: PE corresponds to the final score obtained in the written examination; PD, to the final score of the oral exam; MPAP, to the final score of the memorial evaluation; PT, to the final score of the qualifications examination

Describe the occasional extraordinary events of the contest, according to what is established in art. 35, § 5th, XXI of this Resolution.

TIME WHEN THE MINUTES WAS ATTACHED TO THE BULLETIN BOARD
-----:-----h

_____ (name of the city), _____ (day) of _____ (month) of _____ (year).

PRESIDENT

1st EXAMINER

2nd EXAMINER

ANNEX XVIII

UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE Oral Exam's Indication Form (ISOLATED POST OF FULL PROFESSOR)	
Academic Department or Specialized Academic Unit	
Knowledge area of the Contest	
Applicant's Name	
Language for the contest (Portuguese or English)	
Oral Exam's Theme	
Resumo and Abstract (make 1 resumo with 500 words at most and 1 abstract with 500 words at most, in this space, using font size 12, Times New Roman and spacing 1)	
CEA Members' signatures	1 st member (President): 2 nd member: 3 rd member:

