



Universidade do Minho

PUBLIC NOTICE

Rui Manuel Costa Vieira de Castro, Full Professor and Rector of the University of Minho, hereby announces that an international selection tender procedure for the hiring of a **one (1)** Assistant Professor in the subject area of **Archaeology** to preferably lecture the following compulsory Course Units: Prehistory, Archaeological Material I, Methods and Techniques in Archaeology I, Methods and Techniques in Archaeology II, Fieldwork Practice I, Fieldwork Practice II, Fieldwork Practice III of the bachelor course of Archaeology and Seminar in Archaeological Materials and Technologies, Seminar of Research Methodologies in Archaeology and Working Practices of the master course of Archaeology at the Department of History of the Institute of Social Sciences 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 26th de March de 2024 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 so as 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 the *Diário da República* (Official Gazette of the Republic of Portugal), Series II, and in the website of the University of Minho, in Portuguese and in English; the *Bolsa de Emprego Público* (Public Employment Portal); and website of the *Fundação para a Ciência e Tecnologia*, in Portuguese and in English.

I – CHARACTERIZATION OF THE TENDER

1 – Place of Work

The work is to take place in the Department of History of the Institute of Social Sciences 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: Dr., Raquel Maria da Rosa Vilaça, Full Professor at the Department of History, European Studies, Archaeology and Arts of the Faculty of Arts of the University of Coimbra.

Dr., Maria de Jesus Sanches, Associate Professor with Aggregation of the Department of Heritage Sciences and Techniques of the Faculty of Arts of the University of Porto.

Dr., Maria Manuela dos Reis Martins, Retired Full Professor of the Department of History of the Institute of Social Sciences of the University of Minho.

Dr., Ana Maria dos Santos Bettencourt, Full Professor of the Department of History of the Institute of Social Sciences of the University of Minho.

Dr., Nuno Gonçalo Viana Pereira Ferreira Bicho, Full Professor of the Faculty of Social and Human Sciences of the University of Algarve.

Dr., João Luís Serrão da Cunha Cardoso, Retired Full Professor of the Department of Social Sciences and Management of the Aberta University.

Dr., João Pedro de Paiva Gomes Cunha Ribeiro, Associate Professor of the Department of History of the Faculty of Arts of the University of Lisbon.

Dr., Javier Baena Preysler, Full Professor of the Department of Prehistory and Archaeology of the Faculty of Philosophy and Arts of the Autonomous University of Madrid.

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 present 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 an explained 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 and only votes when is a teacher or a researcher in the same disciplinary area of the tender, or in case of 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 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 announcement. It should also enclose the applicant's respective identifiers in indexing services of scientific publications, namely "ORCID ID", "Scopus Author ID", "Researcher ID", "Google Scholar ID" and, for each of the publications mentioned in the curriculum vitae, it must be stated whether said publication is indexed in the ISI 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 **8** 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, presented in a specific digital document, that (s)he intends to develop within the subject area of the application. The description of this project must not exceed **10,000** words and must include a research programme in the subject area of the application. Said research programme shall properly relate to the course units of Prehistory, Archaeological Material I, Methods and Techniques in Archaeology I, Methods and Techniques in Archaeology II, Fieldwork Practice I, Fieldwork Practice II, Fieldwork Practice III that compose the obligatory course units of the bachelor course of Archaeology and Seminar in Archaeological Materials and Technologies, Seminar of Research Methodologies in Archaeology and Working Practices that compose the obligatory course units of the master course of Archaeological 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, justifying this public notice. The scientific and educational project must clearly and justifiably be based on the applicant's scientific contribution to the subject area of the application and reveal his/her vision for the development of the area, showing that the applicant has the necessary capacity to perform, at least competent and adequately, the duties associated with the category and area of the application.

d) A certificate, in digital form, proving that the applicant holds the doctoral degree (PhD) required to apply for the tender and the date in which it was obtained and, where applicable, a certificate attesting that the Doctoral degree has been recognized as such, as laid down in sections 5.2 and 5.3 of this announcement.

e) One digital copy of the Doctoral thesis, so the panel can properly assess the applicant's suitability to the subject area of the application. Should a digital copy not be available, it can be replaced by handing in as many paper copies as the number of the members composing the panel.

f) Statement, that should correspond to the Annex II of this Notice, in PDF format, 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.

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 be the Notice reference.

4.5 The tender process can be consulted in the following address: Gabinete de Processos Académicos, Universidade do Minho, building 02, 2nd floor, *Campus* de Gualtar, 4710-057 Braga.

4.6 A failure to comply with the indicated deadline for the submission of applications, a failure to submit or a late submission of the documents mentioned in point 4.2 (a) to (f) of this announcement, 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, under the following rules:

- 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 hold a Ph.D. degree in the field on knowledge/speciality adequate to the disciplinary area of the tender.

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, which may be held via teleconference, the selection panel shall assess the admission of the application.

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

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

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

III – ASSESSMENT OF MERIT IN ABSOLUTE TERMS

7 – Assessment of the applicants' merit in absolute terms

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

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

7.3 The absolute merit shall be expressed by using the words "admitted" or "excluded".

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

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

8 – Public hearing of the applicants

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

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

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

IV – CURRICULUM ASSESSMENT

9 – Criteria

9.1 The selection method consists in the assessment of the applicant's curriculum, by analysing the various documents that accompany the application to the tender, on the basis of which the jury shall assess the performance and the capacity to perform the duties associated with the category and area of the tender and to lecture the following course units: Prehistory, Archaeological Material I, Methods and Techniques in Archaeology I, Methods and Techniques in Archaeology II, Fieldwork Practice I, Fieldwork Practice II, Fieldwork Practice III of the bachelor course of Archaeology and Seminar in Archaeological Materials and Technologies, Seminar of Research Methodologies in Archaeology and Working Practices of the master course of Archaeology, 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 in the course units mentioned in point 9.1 above.
- b)** The applicant's pedagogical skills, namely, where applicable, his/her prior pedagogical experience in the subject area of the tender, in the course units mentioned in point 9.1 above.
- 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 point 9.2:

- a)** Scientific Performance (SP) – 50%.
- b)** Pedagogical Skills (PS) – 35%.
- c)** Other relevant activities (ORA) – 15%.

10 – Assessment parameters

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

a) Scientific performance

SP1–Scientific or technological production, where open science practices should be valued: Quality and quantity of scientific or technological production (editorial activity, books, book chapters, publications in journals and

conference minutes, poster communications, technical reports, technological prototypes, artistic works) in the subject area of the tender, namely the publications selected by the applicant in 4.2 b), assessed by its contribution to the generation of new knowledge based on new ideas and hypotheses and their relevance and impact, as well as by the recognition by the scientific community (reflected into citations and references made to them by other authors) and by open science practices (reflected by the availability of outcomes and data in open access).

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

SP3–Coordination and participation in scientific, cultural creation or technological development projects: Quality and quantity of scientific projects, financed in a competitive basis, by public funding, through national or international agencies, in the subject area of the tender and the results obtained therein. Special attention shall be given to projects coordinated by the applicant. When assessing the quality of the project, the following criteria must be considered: the type of funding; the level of demand and competitiveness of the competition or the nature of the protocol on which the request for technological development was based; the evaluation of the projects; and the materialized prototypes.

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

SP5–Scientific dimension of the scientific and educational project mentioned in point 4.2 (c) above: Quality of the project in terms of (i) its appropriateness as to the objectives and learning outcomes of the degree in bachelor course of Archaeology and master course of Archaeology, and compulsory curricular units, to be taught, preferably, Prehistory, Archaeological Material I, Methods and Techniques in Archaeology I, Methods and Techniques in Archaeology II, Fieldwork Practice I, Fieldwork Practice II, Fieldwork Practice III of the bachelor course of Archaeology and Seminar in Archaeological Materials and Technologies, Seminar of Research Methodologies in Archaeology and Working Practices of the master course of Archaeology, (ii) its demonstrated capacity for converting research results into topics and activities susceptible to contribute to the advance of the chosen course units, (iii) the capacity of adjustment of the scientific dimension of said project to the challenges present in the subject area of the tender, and (iv) its global cohesion as a research project.

b) Pedagogical skills

PS1–Teaching activity in higher education institutions: Teaching activity carried out by the applicant within the scope of the subject area of the tender, considering the number and diversity of the curricular units lectured and the responsibility in each unit, as well as the direction of advanced formation.

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

PS3–Pedagogical innovation and enhancement: Coordination, promotion, and participation in actions that brought contributions to the teaching of topics and to activities that seek to develop relevant competences within the scope of the subject area of the tender. Quality and quantity of pedagogical and education publications in the subject area of the tender. Coordination, promotion, and participation in educational cooperation projects seeking to improve the quality of the learning and teaching processes in the subject area of the tender. Participation in educational training activities in the subject area of the tender.

PS4–Production of educational material: Quality and quantity of the material and educational content, namely monographs, texts, teaching material, and other educational material produced by the applicant within the abovementioned parameter SP1.

PS5–Coordination and participation in educational projects: Coordination and promotion of teaching projects in the scope of the activity referred in PS1 in the subject area of the tender.

PS6–Monitoring and mentoring of undergraduate/bachelor students, Master's Degree students, and PhD students: Capacity to provide a framework for undergraduate/bachelor students, Master's Degree students, and PhD

students within the scope of the subject area of the tender bearing in mind the quality, quantity, and impact of the mentoring activities.

PS7–Educational dimension of the scientific and educational project referred to in point 4.2 (c) above: Quality of the project with regard to (i) its suitability to the objectives and learning outcomes of the degree in bachelor course of Archaeology and master course of Archaeology, and compulsory curricular units, to be taught, preferably, Prehistory, Archaeological Material I, Methods and Techniques in Archaeology I, Methods and Techniques in Archeology II, Fieldwork Practice I, Fieldwork Practice II, Fieldwork Practice III of the bachelor course of Archaeology and Seminar in Archaeological Materials and Technologies, Seminar of Research Methodologies in Archaeology and Working Practices of the master course of Archaeology, (ii) its pedagogical coherence, namely its objectives, learning outcomes, content, teaching and learning activities, and forms of assessment, and iii) the adequacy and rigour of the description presented by the applicant, taking into account the dimensions of characterization of the curricular units preferably referred in i).

c) Other relevant activities

ORA1–Provision of services to the scientific and educational community, as well as to the economic-productive sector and to society as a whole: Coordination and participation in the following activities that are: consulting activities or scientific or educational activities.

ORA2– Scientific and cultural dissemination activities and publications: Coordination and participation in activities aimed at scientific and cultural dissemination (such as participation as a speaker in seminars or lectures, participation in discussion panels, or publication of articles for scientific dissemination).

ORA3–Valorisation and transfer of knowledge: Authorship of patents or ownership records of intellectual property rights. When assessing this parameter, one must consider the economic valuation of the research results within the scope of the subject area of the tender.

ORA4–Academic assessment activities, namely within the scope of academic examinations and competitions: Participation in competitions and academic examinations. When assessing this parameter, participations as main examiner and participations outside own institution must be highlighted.

ORA5–Participation in management activities in higher education or research institutions or in other scientific, technological or cultural entities that carry out relevant activities in the scope of the referred mission: Performance of scientific and academic management positions and functions, or within institutions of national or international importance of scientific and cultural nature.

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, in the course units mentioned in point 9.1 above.	SP1–Scientific or technological production, where open science practices should be valued	40
	SP2–Recognition by the scientific community and by society as a whole	5
	SP3–Coordination and participation in scientific, cultural creation or technological development projects	5
	SP4–Coordination, leadership, and promotion of research activity	5
	SP5– Scientific dimension of the scientific and educational project mentioned in point 4.2 (c)	45
Pedagogical skills, considering, where applicable, his/her prior pedagogical experience in the subject area of the tender, in the course units mentioned in point 9.1 above.	PS1–Teaching activity in higher education institutions	20
	PS2–Teaching performance	5
	PS3–Pedagogical innovation and enhancement	5
	PS4–Production of educational material	5
	PS5–Coordination and participation in educational projects	5
	PS6–Monitoring and mentoring of undergraduate students, Master’s Degree students, and PhD students	15
	PS7–Educational dimension of the scientific and educational project mentioned in point 4.2 (c)	45
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	35

	ORA2–Scientific and cultural dissemination activities and publications	35
	ORA3–Valorisation and transfer of knowledge	10
	ORA4–Academic assessment activities, namely regarding academic examinations and competitions	15
	ORA5–Participation in management activities in higher education or research institutions or in other scientific, technological or cultural entities that carry out relevant activities in the scope of the referred mission	5

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, 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 each 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 least voted, another voting will be held [voting methodology in accordance with the rules established in point 13.1 (b)] for those applicants who ranked last in order to break the tie and exclude the least voted applicant. If, following this restricted voting, there remains a tie regarding the same set of applicants, the Chair of the panel will decide which applicant to exclude, as defined by the rules mentioned in points 13.3 and 13.4 below.

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

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

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

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

a) Highest ranking position regarding the criterion “pedagogical skills”. This classification is based on the highest average of the classifications given to said criterion by the members of the panel.

b) Highest ranking position regarding the criterion “scientific performance”. This classification is based on the highest average of the classifications given to said criterion by the members of the panel.

14 – Notifications of the parties

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

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

15 – Publication of the final decision

15.1 The final decision of the panel shall be given within a period of 90 consecutive days from the indicated closing date for the submission of applications. The period aforementioned may be extended due to the high number of applicants or the complexity of the application.

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 up until the approval of the final ranking list of the applicants and expires when the position is occupied.

ANNEX I
Application form

Dear Sir

Rector of the University of Minho

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

The applicant declares that agrees to receive by electronic mail 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 the hiring of 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 announcement: 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 into a contract, GDPR article 6.b).

Data retention period:

Documents from third parties presented by the applicant, such as proofs, certificates, and the like: 1 year.

Remaining documents: 10 years.

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

Email: protecaodados@uminho.pt

Website: <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 _ () place of Professor _____ (Category) in the area of _____, hereby declare, on 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 09/2018 of the 5th of January).
- 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 in compliance with 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)