



INTERNAL NOTICE NO. 04/2025 – SIMPLIFIED SELECTION FOR THE NOMINATION OF VISITING PROFESSOR TO THE SELECTION PROCESS FOR THE NOMINATION OF VISITING PROFESSOR BY THE GRADUATE PROGRAM IN MUSEOLOGY FFCH-UFBA UNDER THE TERMS OF NOTICE PV 022/2025 – PRPPG-UFBA.

The Graduate Program in Museology (PPGMuseu) informs that applications are open for the selection of Visiting Professor, according to the Public Notice PV 022/2025 - PRPPG/UFBA (available at: <https://prppg.ufba.br/editais-e-chamadas>).

### 1. Object

1.1. The purpose of this internal selection process is to appoint Brazilian and foreign visiting professors to work at the PPGMuseu of the Federal University of Bahia (UFBA). Selected visiting professors may remain in the Program by:

- a) Period of minimum duration of 1 (one) year, in the case of a Brazilian teacher, which may be renewed as long as the total term does not exceed 2 (two) years.
- b) Period of minimum duration of 1 (one) year, in the case of foreign teachers, which may be renewed annually as long as the total term does not exceed 4 (four) years.

1.2. This internal notice is exclusively directed to the stage of nomination of the candidate by the PPGMuseu/UFBA, and the hiring will be effective only after approval and homologation by the PRPPG/UFBA, according to the Notice PV 022/2025. MINISTRY OF EDUCATION FEDERAL UNIVERSITY OF BAHIA

### 2. Requirements for hiring

- a) Have a doctoral degree for 3 (three) full years, at the time of registration with the Graduate Program, proven by the date of degree registered in the diploma (front and back copy);
- b) Not to be an active employee of the direct or indirect Administration of the Union, the States, the Federal District and the Municipalities, as well as an employee or servant of their subsidiaries and controlled companies, in accordance with Article 6 of Law No. 8,745/93;
- c) If you have a public employment relationship, you must be retired, or officially licensed, if the relationship is with private institutions, at the time of hiring, you must be disengaged;
- d) Meet the requirements to work at UFBA with a Work Regime in Exclusive Dedication in person;
- e) Not have been hired in the last twenty-four (24) months, based on Law No. 8,745/1993 of 12/09/1993;
- f) Not be a teaching or administrative technician of higher education retired by UFBA; g) Not reside in the State of Bahia, presenting proof of residence and declaration of the candidate.

### 3. Registration

3.1. Applications must be made by sending the candidate's documents to the e-mail [coordppgmuseu@ufba.br](mailto:coordppgmuseu@ufba.br);

3.2. The candidate must present a letter of intent, in which he/she must:

- a) Reaffirm its commitment to the regime of exclusive dedication to the Program;
- b) Indicate their availability for the contracting period;
- c) Evidence their relevant scientific production and mentoring experiences, compatible with the criteria required by the Graduate Program for accreditation as a Permanent Professor, as specified in item 5 of this notice;
- d) The letter of intent must be clear, objective and substantiate the candidate's alignment with the requirements and guidelines of the Program.
- e) The document must be signed and initialed by the candidate.

3.3. The candidate must send a Work Plan with up to 10 (ten) pages, in PDF format, with the following information:

- a) Detailed description of the academic and scientific activities to be developed during the hiring period, including teaching, guidance, research, technical and bibliographic production;
- b) Execution schedule and the expected products/results of the professor's actions within the scope of the Graduate Program, specifying the contributions to the Program's areas of concentration and lines of research;
- c) The work plan should not be restricted to a research project, considering that the investigative activity constitutes only one of the dimensions of the visiting professor's duties.
- d) The document must be signed and initialed by the candidate.

3.4. The candidate must fill out and send the "Registration Form", available on page <https://prppg.ufba.br/editais-e-chamadas>.

3.5. The candidate must inform, when applicable, a self-declaration document duly signed, according to color or race criteria used by the Brazilian Institute of Geography and Statistics Foundation – IBGE (presented in Annex I of NOTICE PV – 022/2025 - PRPPG/UFBA, available on the website: <https://prppg.ufba.br/editais-e-chamadas>).

3.6. Complementary documentation, in PDF:

- Brazilian Candidates

- a) Candidate's curriculum, in PDF format (can be Lattes);
- b) Copy of the doctoral diploma (front and back). If the back does not have records, declare that there is no information on the back of the diploma.
- c) Declaration that he/she does not reside in the state of Bahia;
- d) Copy of the identity document;
- e) Copy of the CPF;
- f) Copy of proof of residence;
- g) PIS/PASEP;
- (h) Certificate of reservist (male);
- i) Voter Registration;
- j) Certificate of electoral discharge.

- Foreign Applicants

- a) Candidate's curriculum, in PDF format (can be Lattes);
- b) Document declaring that he/she is not a resident in Brazil;
- c) Copy of passport (photo and number);
- d) Copy of doctorate diploma (front and back). If the back has no records, declare that there is no information.
- e) Translation of the diploma or equivalent document, when the degree has been obtained abroad.

f) Work visa.

NOTE: UFBA will request the work visa from the visitor, and its granting will depend on the agenda of the Ministry of Labor.

#### 4. Schedule

Applications must be made by sending the candidate's documents to the coordppgmuseu@ufba.br email, according to the schedule below:

DATES	DESCRIPTION	SCHEDULE
Until 30/01/2026	Registration	Until 11:59 pm
Until 15/02/2026	Disclosure of the result(s)	Until 18:00h
1 working day after the result is announced	Deadline for receiving funds	until 11:59 pm
Until 02/06/2025	Disclosure of the PPG result	Until 11:59 pm
Until 13/03/2025	Forwarding by PPGMuseu of the documents of the selected candidates to the PRPPG	Until 11:59 pm
	Subsequent steps: see the schedule of the notice	

#### 5. Criteria for the selection of candidates

The selection criteria will be based on the criteria defined in Annex 1 - parameters for analysis of the curriculum vitae and evaluation criteria, and on the criteria described in NOTICE PV 015/2025 - PRPPG/UFBA, in the item

#### 4. Final provisions

More information is available in NOTICE PV 022/2025 - PRPPG/UFBA, which outlines the simplified selection process for hiring visiting professors for 2025 (available at: <https://prppg.ufba.br/editais-e-chamadas>). Cases omitted or not provided for in this notice will be judged by the selection committee and forwarded for approval by the course collegiate.

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