



**PORTARIA INTERNA FDRP Nº 016/2023, DE 19 DE ABRIL DE 2023.**

Dispõe sobre a eleição dos representantes da categoria docente de **Professor Associado** junto à Congregação da Faculdade de Direito de Ribeirão Preto da Universidade de São Paulo.

O Diretor da Faculdade de Direito de Ribeirão Preto da Universidade de São Paulo, no uso de suas atribuições legais e à vista do que dispõem o inciso VII e parágrafo 1º do artigo 45 do Estatuto da USP, baixa a seguinte

**PORTARIA:**

**Artigo 1º** – A eleição para escolha de 3 (três) representantes da categoria docente de **Professor Associado** junto à Congregação da FDRP-USP, e seus respectivos suplentes, processar-se-á nos termos da Seção I do Capítulo II do Regimento Geral, em uma única fase, mediante voto direto e secreto, das **10 às 16 horas**, no dia **22 de maio de 2023**, por meio de sistema eletrônico de votação e totalização de votos.

**Artigo 2º** - Poderão votar e ser votados todos os docentes em exercício, de acordo com o título universitário correspondente à categoria docente.

Parágrafo único – Não poderá votar e ser votado o docente que se encontrar afastado de suas funções para prestar serviços em órgão externo à Universidade de São Paulo ou que estiver suspenso em razão de infração disciplinar, conforme o disposto no § 2º do artigo 218 do Regimento Geral.

**Artigo 3º** - Cada eleitor poderá votar em 3 (três) candidaturas (titular e suplente), dentre as chapas previamente inscritas para a representação da categoria.

**DA INSCRIÇÃO**

**Artigo 4º** - A Assistência Técnica Acadêmica receberá as candidaturas, em forma de chapa (titular e suplente) até às **23h59 do dia 15 de maio de 2023**, através do e-mail [atacfdrp@usp.br](mailto:atacfdrp@usp.br), em formulário próprio dirigido ao Diretor devidamente assinado pelos inscritos (formulário disponível na página da [www.direitorp.usp.br](http://www.direitorp.usp.br), link Institucional/Eleições).

§ 1º - As inscrições que estiverem de acordo com as normas estabelecidas nesta Portaria, serão deferidas pelo Diretor.



§ 2º - O quadro das candidaturas deferidas será divulgado por categoria docente, em 16 de maio de 2023, no site da FDRP (<http://www.direitorp.usp.br> , link Institucional/Eleições), a partir das 15 horas.

§ 3º - Recursos serão recebidos pelo email [atacfdrp@usp.br](mailto:atacfdrp@usp.br) , até às 15 horas do dia 18 de maio de 2023 e decididos de plano pelo Diretor.

## **II – DA VOTAÇÃO E TOTALIZAÇÃO ELETRÔNICA**

**Artigo 5º** - A Assistência Técnica Acadêmica encaminhará aos eleitores, no dia da votação, em seu e-mail institucional, o endereço eletrônico do sistema de votação e a senha de acesso com a qual o eleitor poderá exercer seu voto.

**Artigo 6º** - O sistema eletrônico contabilizará cada voto assegurando-lhe sigilo e inviolabilidade.

## **III – DOS RESULTADOS**

**Artigo 7º** - A totalização dos votos da eleição eletrônica será divulgada no dia **23 de maio de 2023**, a partir das 15 horas, na página da FDRP ([www.direitorp.usp.br](http://www.direitorp.usp.br), link Institucional/Eleições), sendo consideradas eleitas as candidaturas que obtiverem o maior número de votos.

**Artigo 8º** – Ocorrendo empate de votos, serão obedecidos, sucessivamente, os seguintes critérios de desempate:

- I – o maior tempo de serviço docente na USP do candidato a titular;
- II – o maior tempo de serviço docente na USP do candidato a suplente;
- III – o maior tempo de serviço na respectiva categoria do candidato a titular;
- IV – o maior tempo de serviço na respectiva categoria do candidato a suplente;
- V – o candidato a titular mais idoso;
- VI – o candidato a suplente mais idoso.

**Artigo 9º** - Encerrada a eleição, todo o material será encaminhado à Assistência Técnica Acadêmica, que o conservará pelo prazo de 30 dias.

**Artigo 10** - Poderá ser impetrado recurso ao Diretor, sem efeito suspensivo, sobre o resultado da eleição, até às 15 horas do dia **24 de maio de 2023**.

**Parágrafo único** – O recurso a que se refere este artigo deverá dar entrada na Assistência Técnica Acadêmica desta Faculdade, via email [atacfdrp@usp.br](mailto:atacfdrp@usp.br) e será decidido pelo Diretor, no prazo de até 2 (dois) dias úteis, contados a partir da data de sua impetração.



**UNIVERSIDADE DE SÃO PAULO**  
**FACULDADE DE DIREITO**  
**DE RIBEIRÃO**

*Assistência Técnica Acadêmica*

§ 1º - A decisão sobre os eventuais recursos será divulgada na página da FDRP ([www.direitorp.usp.br](http://www.direitorp.usp.br)), a partir das 15 horas do dia **30 de maio de 2023**.

§ 2º - O resultado final da eleição será publicado no site da Unidade.

**Artigo 11** – Os casos omissos nesta Portaria serão resolvidos de plano pelo Diretor.

**Artigo 12** - Esta Portaria entrará em vigor na data de sua publicação.

Faculdade de Direito de Ribeirão Preto, 19 de abril de 2023.

DocuSigned by:

*Nuno Manuel Morgadinho dos Santos Coelho*

9CAE84F13D7D4D4...

*Prof. Dr. Nuno Manuel Morgadinho dos Santos Coelho*

Diretor

**Certificate Of Completion**

Envelope Id: 8CED53AC2BA24F52A94DC0F38AB74779	Status: Completed
Subject: [USPassina] Documento para assinatura via DocuSign	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	USP Universidade de São Paulo
Time Zone: (UTC-03:00) Brasilia	Av. Prof. Luciano Gualberto, travessa 3 no 71
	São Paulo, SP 05508-010
	uspassina@usp.br
	IP Address: 200.144.237.2

**Record Tracking**

Status: Original	Holder: USP Universidade de São Paulo	Location: DocuSign
19/4/2023   14:54	uspassina@usp.br	

**Signer Events**

Nuno Manuel Morgadinho dos Santos Coelho  
nunocoelho@usp.br

Diretor

Security Level:  
.Email  
19/4/2023 | 15:25

**Signature**

DocuSigned by:  
*Nuno Manuel Morgadinho dos Santos Coelho*  
9CAE84F13D7D4D4...

Signature Adoption: Pre-selected Style  
Using IP Address: 189.96.238.227  
Signed using mobile

**Timestamp**

Sent: 19/4/2023 | 14:54  
Viewed: 19/4/2023 | 15:25  
Signed: 19/4/2023 | 15:25  
Freeform Signing

**Electronic Record and Signature Disclosure:**

Accepted: 29/11/2021 | 11:16  
ID: 0cdbeb85-a40d-4ccf-a8e8-826a7ef761a7

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	19/4/2023   14:54
Certified Delivered	Security Checked	19/4/2023   15:25
Signing Complete	Security Checked	19/4/2023   15:25
Completed	Security Checked	19/4/2023   15:25

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, PETACORP OBO Universidade de Sao Paulo (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact PETACORP OBO Universidade de Sao Paulo:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [lefregna@usp.br](mailto:lefregna@usp.br)

### **To advise PETACORP OBO Universidade de Sao Paulo of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [lefregna@usp.br](mailto:lefregna@usp.br) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from PETACORP OBO Universidade de Sao Paulo**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [lefregna@usp.br](mailto:lefregna@usp.br) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with PETACORP OBO Universidade de Sao Paulo**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [lefregna@usp.br](mailto:lefregna@usp.br) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify PETACORP OBO Universidade de Sao Paulo as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by PETACORP OBO Universidade de Sao Paulo during the course of your relationship with PETACORP OBO Universidade de Sao Paulo.