



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO.: 02

REVISION NO.: 03



APPOINTMENT AND RE-APPOINTMENT OF
LECTURER/TRAINER/INSTRUCTOR/FACILITATOR

EFFECTIVE DATE:
16/03/2020

DOCUMENT NO.: IIUM/STADD/05

PAGE: 1/7

APPOINTMENT AND RE-APPOINTMENT OF LECTURER/ TRAINER/ INSTRUCTOR/ FACILITATOR (LTIF)

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name: Wan Syarinar Wan Ibrahim	Name: Hafsa Mohd Yusoff
Position: Assistant Director, STADD	Position: Director, STADD
Date: 10/03/2020	Date: 12/03/2020

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1. OBJECTIVE

This procedure is prepared to set guidelines on the appointment and re-appointment of LTIF.

2. SCOPE

The procedure will be used by STADD as a guideline for the appointment and re-appointment of LTIF.

3. DEFINITION/ABBREVIATION

- 3.1 DIR = Director
- 3.2 HOD = Head of Department
- 3.3 AO = Administrative Officer
- 3.4 AAO = Assistant Administrative Officer
- 3.6 AA = Administrative Assistant
- 3.8 STADD= Student Affairs and Development Division
- 3.9 SFS = Student Feedback Survey
- 3.10 LTIF = Lecturer/Trainer/Instructor/Facilitator

4. REFERENCES

- 4.1 Management Services Division's Circulars
- 4.2 Student Feedback Survey (SFS) Result
- 4.3 Criteria of Applicant



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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AA/AAO	<p>A. APPOINTMENT OF LTIF</p> <p>5.1 Advertisement for LTIF vacancies by semester when necessary.</p> <p>5.2 To receive application form from applicant(s).</p>
AO	<p>5.3 To shortlist the candidate for interview. Selection criteria:</p> <ul style="list-style-type: none">a) Possess relevant qualification on the respective area of teachingb) Experts in the field/disciplinec) Based on the needs of the department <p>5.4 To conduct the interview session</p> <p>5.5 To forward the selected candidates for DIR's approval.</p>
AAO/AA	<p>5.6 To issue the appointment / decline letter and forward to DIR for signature.</p>
AA/AAO	<p>5.8 To proceed for mailing and filing.</p>



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AO	<p>B. REAPPOINTMENT</p> <p>5.9 To submit the list of recommended LTIF to be reappointed by the DIR based on the following criteria:</p> <ul style="list-style-type: none">a) Achieve 80% and above of SFS resultb) However, those who score between 70% -79% of SFS could be considered for reappointment based on recommendation by the DIR.c) No disciplinary action
AAO/AA	<p>5.10 To issue the reappointment letter and forward to DIR for signature.</p>



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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Completed Application Forms for LTIF	1 Academic year	Filing Room	AA/ AAO
2.	Offer Letter/ Appointment as LTIF	1 Academic year	Filing Room	AA/AAO
3.	Offer Letter/ Re- Appointment as LTIF	1 Academic year	Filing Room	Secretary/ AA/AAO



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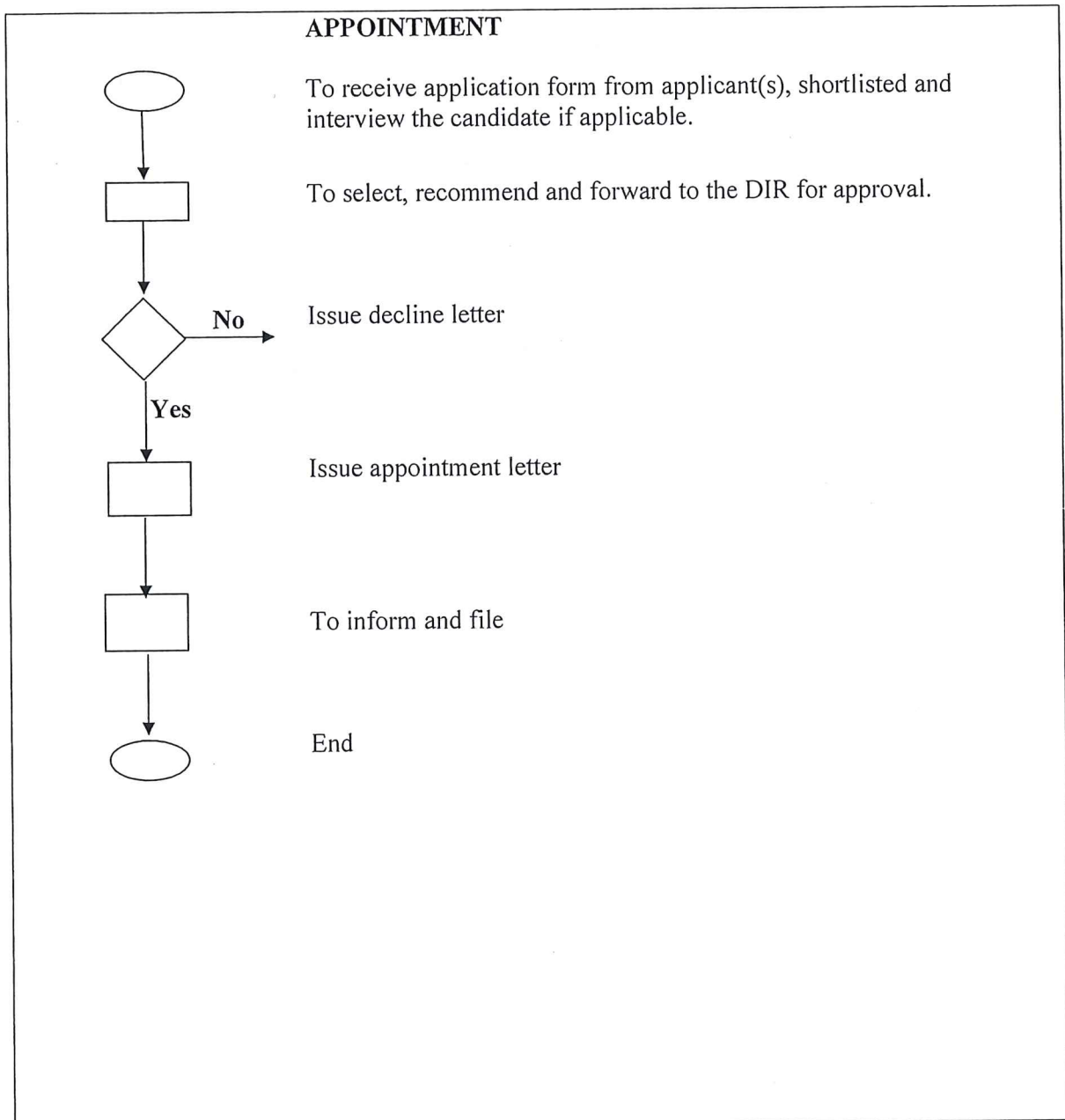
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7. FLOWCHART





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7. FLOWCHART

