



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 01



APPOINTMENT OF PART-TIME
TEACHER/LECTURER

EFFECTIVE DATE : 01/08/2021

DOCUMENT NO. : IIUM/CFS/SP/01

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APPOINTMENT OF PART-TIME TEACHER/LECTURER

Prepared By 	Approved By 
Name : Najwa Mohamad Yusof	Name : Tuan Haji Murshid Bin Kassim
Position: Assistant Director Human Resource Unit CFSIIUM	Position: Dean Centre for Foundation Studies, HUM
Date : 01/08/2021	Date: 01/08/2021



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1. OBJECTIVE

This procedure is prepared to ensure the process of appointment of part-time teacher/lecturer fulfill the CFS requirement.

2. SCOPE


The procedure is used by the Centre for Foundation Studies as a guideline for the appointment of part-time teacher/lecturer.

3. DEFINITION/ABBREVIATION

- 3.1 D Dean/ Director
- 3.2 HOD Head of Department
- 3.3 AD Assistant Director
- 3.4 AA Administrative Assistant
- 3.5 FD Finance Department
- 3.6 HRU Human Resource Unit
- 3.7 MSD Management Services Unit

4. REFERENCES

- 4.1 Quality Manual QM 7.0 (7.4 - Purchasing)
- 4.2 Payment Process IIUM/CFS/SP/08

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	5.1 NEW APPOINTMENT
HOD	<p>5.1.1 Receive the completed application form from applicant, which fulfill the followings:</p> <ul style="list-style-type: none"> (a) Academic qualification form from applicant - the minimum qualification is a bachelor's degree with CGPA 3.00 or master in relevant field. (b) Area of specialization. (c) Relevant documents. <p>5.1.2 Conduct micro teaching exercise for shortlisted candidates.</p> <p>5.1.3 Recommendation from Head of Department.</p>
D	<p>5.1.4 Receive application forms and teaching workload from HOD.</p> <p>5.1.5 Approval/disapproval of Part Time Teacher/ Lecturer application.</p>



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RESPONSIBILITY	DETAILED PROCEDURE
AD	5.1.6 Send Application for Part-Time Teaching Staff form to Head of Department 5.1.7 Receive approved application forms from the Dean's office.
AA	5.1.9 Prepare the document for generating Part- Time Lecturer ID a) Cover Letter (sign by Dean) b) Approved Application Form c) Copy of Identification Card d) Bank Account Statement e) EPF Statement f) Copy of Passport/ Immigration Pass (for International Applicant) 5.1.10 Forward the completed documents to Employment (Academic) Unit, MSD
MSD	5.1.11 Generate Part Time Teacher/ Lecturer ID
AA	5.1.12 Received Lecturer ID Mailing the original letter to the applicant. Carbon copy to: <ul style="list-style-type: none">• Dean/Director• Deputy Dean Academic & Internationalisation• HOD• Employment (Academic) Unit, MSD 5.1.13 Pile and record the completed document. (IIUM/501/5/18/1)
	5.1.14 End process

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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application for Part-Time Lecturers	2 years	Filing Cabinet: (IIUM/501/AHRU/ 5/18/1)	AA



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7. FLOW CHART

