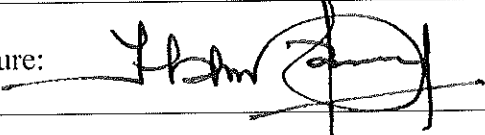

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PROMOTION OF ADMINISTRATIVE STAFF

Prepared By: -	Approved By:-
Signature: 	Signature: 
Name: Razimah Abdul Rashid	Name: Dato' Abdul Rahim Ahmad
Position: Senior Assistant Director Services Unit Management Services Division	Position: Executive Director Management Services Division
Date: 01/04/2019	Date: 01/04/2019

CONTROLLED COPY NO. :

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1. OBJECTIVE

To ensure that the process of promotion for the administrative staff is conducted efficiently in accordance with the policies, rules and regulations.

2. SCOPE

This process is implemented by the Services Unit, Management Services Division of International Islamic University Malaysia with the cooperation from K/C/D.

3. DEFINITIONS/ ABBREVIATIONS

Definitions:

Promotion is a vertical movement to a higher salary grade in the staff member's scheme of service, upon fulfilling promotion criteria and the availability of post.

Abbreviations:

- | | | |
|-----|-------|-------------------------------------|
| 3.1 | DD | : Deputy Director |
| 3.2 | SAD | : Senior Assistant Director |
| 3.3 | SAA | : Senior Administrative Assistant |
| 3.4 | AA | : Administrative Assistant |
| 3.5 | K/C/D | : Kulliyah/ Centre/ Department |
| 3.6 | HOD | : Head of Department |
| 3.7 | SSC | : Staff Service Committee |
| 3.8 | BOG | : Board of Governors |
| 3.9 | HURIS | : Human Resource Information System |



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4. REFERENCES

- 4.1 IIUM rules and regulations
- 4.2 Relevant Government Circulars

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
SAD	<p>5.1 Stage 1: Identify Vacant Post for Promotion</p> <p>5.1.1 Identify vacant positions for promotion.</p>
SAD / AA	<p>5.2 Stage 2: Advertisement</p> <p>5.2.1 Advertise the vacancies.</p>
SAD / AA	<p>5.3 Stage 3: Receive application form & check eligibility</p> <p>5.3.1 Check the eligibility of the applications.</p> <ul style="list-style-type: none"> - If the staff fulfills the criteria, to invite for interview; - If the staff does not fulfill the criteria, to inform accordingly.
SAD / AA	<p>5.4 Stage 4: Interview</p> <p>5.4.1 Set the date for interview after the closing date of the advertisement.</p> <p>5.4.2 Issue invitation letters to the followings:</p> <ul style="list-style-type: none"> i) The Interview Panel members; ii) The short-listed candidates individually. <p>5.4.3 Prepare documents for the meeting.</p>

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RESPONSIBILITY	DETAILED PROCEDURE
DD/SAD/AA DD/SAD/AA	5.5 Stage 5: Endorsement by the SSC and notification to the BOG 5.5.1 Minutes of the interview endorsed by the SSC. 5.5.2 Minutes of the SSC notified to the BOG.
DD/SAD/AA	5.6 Stage 6: Issuance of decision 5.6.1 To issue promotion letter to successful staff. 5.6.2 To inform unsuccessful staff accordingly.
AA	5.7 Stage 7: Update HURIS 5.7.1 Key in details in HURIS
AA	5.8 Stage 8: File documents 5.8.1 Send to DRMU to file all relevant documents in the respective files.



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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application Forms	20 years after staff ceased employment	Personal File	DRMU
2.	Letter of Promotion / Decline	20 years after staff ceased employment	Personal File	DRMU

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7. FLOWCHART

7. FLOWCHART

PROMOTION OF ADMINISTRATIVE STAFF

