INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
PROMOTION OF ACADEMIC STAFF	EFFECTIVE DATE: 01/06/2020
DOCUMENT NO. : IIUM/MSD/13	PAGE: 1/11

PROMOTION OF ACADEMIC STAFF

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Position: Senior Assistant Director Services Unit Management Services Division	Position: Executive Director Management Services Division
Date: 01/06/2020	Date: 01/06/2020

CONTROLLED COPY NO. :

1. OBJECTIVE

To ensure that the process of promotion for the academic 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.

Abbreviations :

3.1	DD	:	Deputy Director
3.2	AD	:	Assistant Director
3.3	SAA	:	Senior Administrative Assistant
3.4	SSC	:	Staff Service Committee
3.5	PFSU	:	Payroll and Financial Services Unit
3.6	IPPAS	:	Interview Panel for Promotion Academic Staff
3.7	Sub-SSC	:	Sub-Staff Service Committee
3.8	PRE-IPPAS	:	Pre- Interview Panel for Promotion Academic Staff
3.9	EA	:	External Assessors
3.10	BOG	:	Board of Governors
3.11	HURIS	:	Human Resource Information System
3.12	HRD	:	Human Resource Development
3.13	TIDE	:	Ta'aruf and Intellectual Discourse
3.14	BTMC	:	Basic Teaching Methodology Course
3.15	DRMU	:	Data and Records Management Unit

4.   REFERENCES

4.1   IIUM rules and regulations
4.2   Relevant Government Circulars

5.   RESPONSIBILITY AND DETAILED PROCEDURE –
     5.1 PROMOTION TO GRADE 51/52

RESPONSIBILITY	DETAILED PROCEDURE
DD / SAD	**5.1.1 Stage 1: Check the fulfillment of promotion criteria** 5.1.1.1 Receive certification letter that the staff has been conferred for Ph.D. or its equivalent qualification. 5.1.1.2 Check fulfillment of promotion criteria.
DD / SAD SAA	**5.1.2 Stage 2: Issue promotion letter** 5.1.2.1 For cases which fulfill promotion criteria, the decision on staff promotion is stated in the letter for change of title and promotion. 5.1.2.2 For cases which do not fulfill promotion criteria, to notify the staff on the criteria that has yet to be fulfilled in the letter of change of title.
SAA	**5.1.3 Stage 3: Update HURIS** 5.1.3.1 Key in details in HURIS
SAA	**5.1.4 Stage 3: File documents** 5.1.4.1 Send to DRMU to file all relevant documents in the respective files.

5.   RESPONSIBILITY AND DETAILED PROCEDURE –

5.2 PROMOTION TO GRADE 54 & VK7

RESPONSIBILITY	DETAILED PROCEDURE
AD/SAA	5.2.1 **Stage 1: Receive application form and check fulfillment of promotion criteria** 5.2.1.1 Receive application form. 5.2.1.2 Check fulfillment of promotion criteria. 5.2.1.3 For case which fulfill promotion criteria, table in the relevant meeting. 5.2.1.4 For cases which do not fulfill promotion criteria, to send back the application to the respective K/C/D or to liaise with K/C/D.

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
PROMOTION OF ACADEMIC STAFF	EFFECTIVE DATE: 01/06/2020
DOCUMENT NO. : IIUM/MSD/13	PAGE: 6/11

RESPONSIBILITY	DETAILED PROCEDURE
AD / SAA	5.2.2 **Stage 2: Meeting of Pre-IPPAS** 5.2.2.1 Set the date for meeting. 5.2.2.2 Issue invitation letters to the Committee members. 5.2.2.3 Prepare documents for the meetings. 5.2.2.4 If fulfill Pre-IPPAS requirements, request to submit publications to be sent to the EA. 5.2.2.5 If do not fulfill Pre-IPPAS requirements, to send declination / conditional letter to the staff.

	5.2.3 Stage 3: Assessment of articles by external assessors
	
	5.2.3.1 Pre-IPPAS approves the appointment of EAs based on the list proposed by the Dean/Kulliyyah.
	
	5.2.3.3 To send the appointment letter, articles, a copy of the applicant's CV, assessment form to the EAs within fourteen (14) working days upon receiving the confirmation list of EA from the Dean or articles and CV from the applicants, whichever is later. The EA is given minimum 8 weeks' period to assess the publication.
	
	5.2.3.4 To send a reminder when necessary (if report is not received within the stipulated time).
	
	5.4.3.5 Upon getting the assessment report:
	
	    i) Send acknowledgement of receipt to the EA and request for bank account details.
	    ii) Issue a letter of advice for honorarium payment to the PFSU.

DD/AD/SAA	**5.2.4 Stage 4: IPPAS**
	
	5.2.4.1 Set the date for meeting.
	
	5.2.4.2 Issue invitation letters to the following:
	    a) Committee members
	    b) Relevant Deans
	    c) The applicants
	
	5.2.4.3 Prepare documents for the meetings.

DD / AD/ SAA	5.2.4 **Stage 5: Consideration by SSC** 5.2.4.1 To prepare documents for consideration, deliberation and decision of the SSC.
DD / AD/ SAA	5.2.6 **Stage 6: Issuance of decision** For promotion to grade 54 :- 5.2.6.1 To issue promotion letter to successful staff. 5.2.6.2 To inform unsuccessful staff accordingly.
SAA	5.2.7 **Stage 7: Update HURIS** 5.2.7.1 Key in details in HURIS
DD / AD/ SAA	5.2.8 Stage 8: Notification to the BOG. For promotion to grade 54 :- 5.2.8.1 Minutes of the SSC to be notified to the BOG. For promotion to grade VK7, additional process involved is: 5.2.8.2 Prepare minutes of the SSC meeting for endorsement in the BOG. 5.2.8.3 After minutes of the SSC has been endorsed by the BOG, proceed to Item 5.2.6 and Item 5.2.7.
SAA	5.2.9 Stage 9: File documents 5.2.9.1 Send to DRMU to file all relevant documents in the respective files.

6. QUALITY RECORDS

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

7. FLOWCHART

PROMOTION OF ACADEMIC STAFF TO GRADE 52/51

Flowchart	DESCRIPTION	PIC
	Receive certification letter from HRD that the staff has been conferred Ph.D./Specialist qualification	(SAA,SAD)
Inform staff on the action to be taken e.g. asset, TIDE, BTMC ← No ← ◇	Check category of staff:- i) DS, DU, DUF ii) DUG* Check the fulfillment of criteria such as date senate, date report duty, TIDE & BTMC, Asset as per checklist	(SAA)
Yes	Print relevant supporting document e.g. TIDE, BTMC, payslip, YIS calculate the determination of promotion salary	(SAA)
	Issue COT letter with requirement BTMC & TIDE (if any) and advice salary *For Dental Lecturer who has yet to complete the attachment pgrm i) Issue letter COT to Lecturer w/o salary advice ii) Letter to KOD requesting verification on completion date of attachment pgrm	(SAA, SAD, DD, ED & PFSU)
	Submit the list for notification of SSC Update data in HURIS	(SAA, DD)
	File documents	
	End of process	

PROMOTION OF ACADEMIC STAFF TO GRADE 54 AND VK 7

Refer to Kulliyyah process

Send back application to K/C/D or to liaise with K/C/D

No

Receive application form and check fulfillment of promotion criteria:-
  i.   Checklist
  ii.   Application Form
  iii. Guidelines
  iv.   EA Report

Yes

Declined

No

Conditional

Pre-IPPAS

Yes

External Assessor

Declined

No

Conditional

Interview Panel

Yes

Yes / No

Conditional

SSC Meeting

Issuance of decision (Assoc. Prof)

Update HURIS

Endorsement by BOG

Issuance of decision (Prof.)

Update HURIS

File documents

End of process