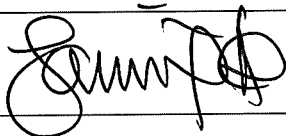
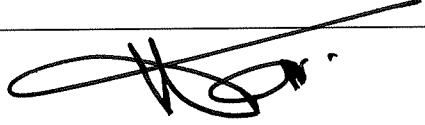


APPOINTMENT OF PART TIME TEACHER/LECTURER

Prepared By:	Approved By:
	
Name: Zainul Abidin bin Ibrahim	Name: Hasanul Basri bin Abdullah
Position: Assistant Director, Human Resource Department	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

1.0 OBJECTIVE

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

2.0 SCOPE

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

3.0 ACCOUNTABILITY

- 3.1 Human Resource Department
- 3.2 Academic Departments
- 3.3 Office of the Dean
- 3.4 Office of the Director (Administration)
- 3.5 Management Services Division

4.0 ABBREVIATION

- 4.1 Dean Dean
- 4.2 Dir Director
- 4.3 HOD Head of Department
- 4.4 AD Assistant Director
- 4.5 AA Administrative Assistant
- 4.6 MSD Management Services Division
- 4.7 EAU Employment (Academic) Unit

5.0 REFERENCE

- 5.1 MSD's General Service / Services Circulars
- 5.2 IIUM Policies
- 5.3 Relevant Government Circulars adopted by IIUM
- 5.4 Academic Staff Selection Committee Regulation 2015

6.0 RECORD RETENTION PERIOD

2 years

7.0 PROCESS FLOW

