

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 14/07/2023
DOCUMENT NO. : IIUM/MSD/01	PAGE : 1/8

RECRUITMENT OF NEW ACADEMIC STAFF

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Ayunita Atan	Name : Madam Fazidah Hj. Bakhtiar
Position : Senior Assistant Director Employment (Academic) Unit Human Resource Management Management Services Division	Position : Executive Director Management Services Division
Date : 14 July 2023	Date : 14 July 2023

CONTROLLED COPY NO. :

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 14/07/2023
DOCUMENT NO. : IIUM/MSD/01	PAGE : 2/8

1. OBJECTIVE

This procedure is prepared to ensure that the process of recruitment of new academic staff is carried out efficiently and managed effectively according to the terms of references (Item no. 4)

2. SCOPE

This procedure is implemented by the Employment (Academic) Unit, Management Services Division of IIUM for the recruitment of academic staff.

3. DEFINITIONS/ ABBREVIATIONS

Definitions :

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|-----|------------------------------------|---|---|
| 3.1 | Academic Staff Selection Committee | : | The Selection Committee for academic staff comprise of the following :
Rector - Chairman
Deputy Rector (Academic & Internationalisation)
One (1) Representative of the Board of Governors
Two (2) Representatives of the Senate
Respective Deans
Executive Director, MSD
Director of MSD - Secretary |
| 3.2 | Instant Minutes | : | A set of documents used by the Secretariat to minute decisions during the ASSC Meeting. |
| 3.3 | Central Agencies | : | Refer to any of the following government agencies i.e. Public Services Department, Ministry of Higher Education, Ministry of Home Affairs and Treasury. |

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
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RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 14/07/2023
DOCUMENT NO. : IIUM/MSD/01	PAGE : 3/8

Abbreviations :

- 3.3 SAD : Senior Assistant Director
- 3.4 AA : Administrative Assistant
- 3.5 ASSC : Academic Staff Selection Committee
- 3.6 MSD : Management Services Division
- 3.7 K/C/D/I/O : Kulliyah/Centre/Division/Institute/Office
- 3.8 OIA : Office of International Affairs
- 3.9 MID : Malaysian Immigration Department
- 3.10 DP-11 : *Permohonan Pegawai Dagang*
- 3.11 MOHA : Ministry of Home Affairs

4. REFERENCES

- 4.1 MSD's General Service/ Services Circulars
- 4.2 IIUM Policies
- 4.3 Relevant Government Circular adopted by IIUM
- 4.4 Guidelines on Immigration matters as published by MID
- 4.5 Guidelines and policies on hiring international staff as published by MOHA
- 4.6 Academic Staff Selection Committee Regulations 2015

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 14/07/2023
DOCUMENT NO. : IIUM/MSD/01	PAGE : 4/8

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
K/C/D/I/O	5.1 Stage 1 : Processing applications through iRecruit 5.1.1 Receive applications through iRecruit. 5.1.2 K/C/D/I/O shortlist the candidates. 5.1.3 Submit the list of candidates and their assessment forms with recommendation from the Dean for ASSC consideration.
SAD	5.2 Stage 2 : Consideration of the ASSC 5.2.1 Shortlisted candidates will be called for interview at the ASSC Meeting. 5.2.2 The candidates will be interviewed based on the following selection criteria: i. Academic Ability; ii. Academic Standing in Research & Publications; iii. Working Experience; iv. Personality /Attitude 5.2.3 All decisions of the meeting will be initially recorded in instant minutes prepared by the Secretariat.

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
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RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 14/07/2023
DOCUMENT NO. : IIUM/MSD/01	PAGE : 5/8

RESPONSIBILITY	DETAILED PROCEDURE
SAD	5.3 Stage 3 : Offer of Appointment 5.3.1 Upon getting the approval from the ASSC meeting, offer letters are issued to all successful candidates. 5.3.2 If the candidate is an international staff who have been working at public university in Malaysia for ten (10) years, need to get approval from the Ministry of Home Affairs before issuing offer letter. 5.3.3 Issue out decline letter to unsuccessful candidates. 5.3.4 Submission of all immigration related documents for newly offered International staff to IO.
AA	5.4 Stage 4 : Acceptance of appointment 5.4.1 Receive acceptance form from the candidates.
K/C/D/I/O	5.5 Stage 5 : Reporting for duty 5.5.1 Receive all relevant documents submitted by the new staff. 5.5.2 Generate staff ID number.
AA	5.6 Stage 6 : Updating HURIS 5.6.1 Receive notice of appointment from the K/C/D/I/O. 5.6.2 Key in details in the HURIS for all new staff who have reported for duty. 5.6.3 Check and verify the key-in data

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 14/07/2023
DOCUMENT NO. : IIUM/MSD/01	PAGE : 6/8

AA	5.7 Stage 7 : File documents 5.7.1 Stamp all copy of customer property with “For MSD Purposes Only”. 5.7.2 File all relevant documents in the respective files.
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 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
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DOCUMENT NO. : IIUM/MSD/01	PAGE : 7/8

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application Form	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
2.	ASSC Minutes	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
3.	Offer letters	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
4.	Copy of passport (International Staff)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
5.	Copy of DP-11 approval	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
6.	Kelulusan Permohonan Pengwujudan Jawatan Baru	6 years	MSD Filing cabinet	AA
7.	Checklist for newly appointed staff	6 years	MSD Filing cabinet	AA

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	REVISION NO. : 01
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 14/07/2023
DOCUMENT NO. : IIUM/MSD/01	PAGE : 8/8

7. FLOWCHART

RECRUITMENT OF NEW ACADEMIC STAFF PROCESSES

