
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
RENEWAL OF CONTRACT FOR ACADEMIC STAFF	EFFECTIVE DATE : 14/07/2023
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RENEWAL OF CONTRACT FOR 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. :

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1. OBJECTIVE

This procedure is prepared to ensure that the process of renewal of contract 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 processing of the renewal of contract of IIUM's academic staff.

3. DEFINITIONS/ ABBREVIATIONS

Definitions :

- 3.1 Academic Staff Selection Committee : The Selection Committee for academic staff comprise of the following :
Rector - Chairman
Deputy Rector (Academic & Industrial Linkages)
One (1) Representative of the Board of Governors
Two (2) Representative 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.

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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 OIA : Office of International Affairs
- 3.8 DP10 : *Permohonan Pegawai Dagang*
- 3.9 K/C/D/I/O : Kulliyah/Centre/Division/Institute/Office
- 3.10 MOHA : Ministry of Home Affairs

4.


REFERENCES

- 4.1 MSD's General / Service Circular
- 4.2 IIUM Policies
- 4.3 Relevant Government Circulars adopted by IIUM
- 4.4 Guidelines on immigration matters as published by MID.
- 4.5 Guidelines on hiring foreigners as published by the MOHA
- 4.6 Academic Staff Selection Committee Regulations 2012


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5. RESPONSIBILITY AND DETAILED PROCEDURE


RESPONSIBILITY	DETAILED PROCEDURE
SAD	<p>5.1 Stage 1 : Identification of expiry of contract staff in the respective year and send to the K/C/D/I/O.</p> <p>5.1.1 Sent notification letter to K/C/D/I/O to inform list of staff on the expiry of contract period.</p> <p>5.1.2 K/C/D/I/O need to provide justifications and succession plan if they want to rehire international staff who have been working at IIUM for ten (10) years and above.</p>
Dean/Director	<p>5.2 Stage 2 : Recommendation by the K/C/D/I/O.</p> <p>5.2.1 K/C/D/I/O is to recommend the renewal or non-renewal of their contract staff.</p> <p>5.2.2 MSD to send justifications to the Ministry of Home Affairs for international staff who have been working at IIUM for ten (10) years and above.</p>
SAD	<p>5.3 Stage 3 : Consideration of the ASSC</p> <p>5.3.1 The ASSC will decide on the renewal or non-renewal of contract for the academic staff.</p> <p>5.3.2 All decisions of the meeting will be initially recorded in an instant minutes prepared by the Secretariat and later will be prepared by the Secretariat in a Minutes of Meeting format.</p>

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SAD	<p>5.4 Stage 4 : Offer of Renewal/Extension</p> <p>5.4.1 Offer of renewal/extension letters are issued out to all successful staff members at least three (3) months before the expiry of current contracts, unless due to special case to be resolved prior issuance.</p> <p>5.4.2 Completions of contract letters are issued out to the staff whose contracts are not renewed.</p> <p>5.4.3 Submission of all immigration related documents for renewed International contract staff to OIA.</p>
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RESPONSIBILITY	DETAILED PROCEDURE
Dean/Director	<p>5.5 Stage 5 : Certification by K/C/D/I/O on staff reported for duty of new contract.</p> <p>5.5.1 Submission of notice of appointment for reporting for duty by the K/C/D/I/O for the new contract.</p>
AA	<p>5.6 Stage 6 : Updating HURIS</p> <p>5.6.1 Receive notice of appointment from K/C/D/I/O.</p> <p>5.6.2 Key in details in the HURIS for all renewed contract staff who have reported for duty.</p> <p>5.6.3 Check and verify the key-in data.</p>
SAD	<p>5.7 Stage 7 : Completion of Contract</p> <p>5.7.1 Send advice letter to the K/C/D/I/O to prepare the payment of gratuity and income tax clearance to staff who has completed their contract.</p>
AA	<p>5.8 Stage 8 : File documents</p> <p>5.8.1 File all relevant documents in the respective files.</p>

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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	ASSC Minutes	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
2.	Offer of renewal letters	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
3.	Copy of passport (International Staff)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
4.	Copy of DP-10 approval	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA

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7. FLOWCHART

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