PROCEDURE FOR SUBMISSION OF ANNUAL WORK TARGET (AWT)/ MINIMUM PERFORMANCE INDICATOR (MPI), ADDITIONAL CONTRIBUTIONS AND ANNUAL PERFORMANCE APPRAISAL REPORT

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1.	**OBJECTIVE** The objective of this procedure is to establish a standardised process for the submission, review, and approval of the Annual Work Target (AWT)/ Minimum Performance Indicator (MPI), Additional Contributions and Annual Performance Appraisal Report (APAR) for all IIUM staff. This ensures: a) Proper documentation of staff targets, performance, and achievements. b) Compliance with IIUM's Performance Management requirements. c) Transparency, consistency, and accountability in staff performance assessment.
2.	**SCOPE** This procedure applies to the following categories of staff: a) Academic Staff (including those holding administrative positions). b) Academic Administrators. c) Administrative and Technical Staff. The procedure covers the following processes: a) Submission of AWT and MPI. b) Review and approval by the designated supervisor(s). c) Completion of the Annual Performance Appraisal Report (APAR). d) Monitoring and reporting of performance submissions by KCDIOM Liaison Officers and the Management Services Division (MSD). The link to Staff Appraisal System: https://hrsystem.iium.edu.my/apar-user/login

3. ABBREVIATION/DEFINITION

AWT	:	Annual Work Target – yearly target set by staff for evaluation purposes.
MPI	:	Minimum Performance Indicator – baseline indicators for evaluating staff performance.
APAR	:	Annual Performance Appraisal Report – yearly performance evaluation report for staff.
II/ Additional Contributions	:	Ihsan Indicator/ Additional Contributions – contributions element measured under IIUM's appraisal system.
MSD	:	Management Services Division.
KCDIOM	:	Kulliyyah/Centre/Division/Institute/Office/Management.
HRADRMU	:	HR Assessment and Data Record Management Unit
Appraisal Administrator	:	A staff member in the MSD responsible for configuring, managing, and monitoring the IIUM appraisal system, including AWT, MPI, II/ Additional Contributions and APAR processes.
Staff	:	All IIUM Staff – Administrative and Technical staff, Academic and Academic Administrators
Liaison Officer	:	Appointed staff in each KCDIOM responsible for coordinating AWT/MPI/APAR submission.
Immediate Supervisor	:	The immediate superior (1st Assessor) or head of department responsible for reviewing and approving staff submissions.
2nd Assessor	:	Evaluating officer of the 1st assessing officer. If there is only one level of supervision, then the assessment can be made by the 1st assessing officer only.
IRep	:	IIUM Publication System used to record, track, and verify publications of staff.
SIS	:	Student Information System used to manage teaching and learning information, including teaching loads and supervision records for academic staff.
MyREPO	:	IIUM Repository System used to capture and record various staff contributions beyond teaching and research, such as community engagement, networking, awards, and consultancy activities.
RMSv2	:	Research Management System used to manage research-related activities, including grant applications, research projects, awards and recognition, networking, and innovation records.

4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
MSD – Appraisal Administrator	**4.1. Configuration of Annual Work Target (AWT)/ Minimum Performance Indicator (MPI), and Ihsan Indicator (II)/ Additional Contributions Framework** 4.1.1. MSD configures the AWT/ MPI and II/ Additional Contributions framework in the system. MSD defines staff types, job grades, and applicable forms for Administrative and Technical staff, Academic, Academic DG, RF, AF and Academic Administrator staff. Default targets and Ihsan Indicators are assigned for each category, and the system retrieves competency information from HURIS. MSD specifies submission eligibility as mandatory, eligible, or not eligible.
KCDIOM Liaison Officer	**4.2. Verification of Staff Type and Functional Area** 4.2.1. The Liaison Officer verifies and updates staff type and functional area before the submission session opens. If a new functional area is required, it is proposed in the system, which automatically accepts the entry.
MSD – Appraisal Administrator	**4.3. Activation of Submission Session** 4.3.1. MSD activates the submission session for AWT/ MPI, and II/ Additional Contributions, specifying the opening and closing dates. Different due dates may be assigned for individual staff if necessary. Staff must meet the minimum eligibility of 180 days of service within the year, excluding unpaid or study leave.

RESPONSIBILITY	DETAILED PROCEDURES
MSD – Appraisal Administrator	**4.4. Dissemination of Opening via IIUM Official Email** 4.4.1. MSD disseminates the announcement of the AWT/MPI and II/ Additional Contributions opening through IIUM official email. This email includes the opening and closing dates, eligibility criteria, and submission instructions. It serves as the official notification for staff to begin their submissions.
Staff and Immediate Supervisor	**4.5. Review of II/ Additional Contributions** 4.5.1. Staff to review the II/ Additional Contributions as all the relevant informations are retrieved from other data sources such as IRep, RMSv2, SIS and MyREPO. Immediate supervisor can review the staff II/ Additional Contributions without any appraisal submission.
Staff (Academic, Academic Administrator, Administrative/ Technical)	**4.6. Submission of AWT and Job Description** 4.6.1. Staff discuss proposed AWT with their supervisor before submitting online. They submit the Job Description (if applicable) together with AWT and II forms. Academic Administrators cannot delete auto-generated AWTs. Upon submission, the system automatically notifies the supervisor.
Immediate Supervisor (1st Appraiser)	**4.7. Review and Approval of AWT** 4.7.1. The supervisor reviews the submitted AWT for accuracy and relevance. If satisfactory, the supervisor approves the AWT; otherwise, it is rejected with comments for improvement. The system updates the status to APPROVED or REJECTED and notifies the staff member.

RESPONSIBILITY	DETAILED PROCEDURES
Staff	**4.8. Modification and Resubmission of AWT** 4.8.1. If the AWT is rejected, the staff member revises the target according to the supervisor's feedback and resubmits the form. The system notifies the supervisor upon each resubmission.
MSD & KCDIOM Liaison Officer	**4.9. Monitoring of AWT/MPI Submission Status** 4.9.1. MSD and the Liaison Officer monitor the submission status through the system dashboard. Reminders are sent to staff or supervisors with pending actions. Liaison Officers are limited to monitoring their own KCDIOM.
MSD – Appraisal Administrator	**4.10. Configuration of APAR Forms** 4.10.1. MSD configures the APAR forms with sections such as Job Performance, Personal Quality, and Self-Reflection, including rating scales. The appraisal session is activated, and eligible staff (with at least six months of service) are determined.
MSD – Appraisal Administrator	**4.11. Dissemination of Opening via IIUM Official Email** 4.11.1. MSD disseminates the announcement of the APAR opening through IIUM official email. This email includes the opening and closing dates, eligibility criteria, and submission instructions. It serves as the official notification for staff to begin their submissions.

RESPONSIBILITY	DETAILED PROCEDURES
Staff	**4.12. Submission of APAR by Staff** 4.12.1. Staff complete their APAR self-assessment. Once submitted, the system forwards the form to the first appraiser. The status of form will change to "SUBMITTED TO 1ST ASSESSOR".
Immediate Supervisor (1st Appraiser)	**4.13. Evaluation of APAR by Immediate Supervisor** 4.13.1. The immediate supervisor evaluates the staff's APAR, including reviewing their online profile, competencies, AWT achievements, and training records. Ratings and comments are provided for all applicable sections. The evaluation is submitted in the system and cannot be modified afterward. The status of form will change to "PENDING STAFF FEEDBACK".
Staff	**4.14. Feedback on Immediate Supervisor Evaluation** 4.14.1. The staff reviews the evaluation and provides feedback. If no feedback is provided within three days, the system automatically records 100% agreement. The status of form will change to "SUBMITTED TO 2ND ASSESSOR". If staff has assigned sole immediate assessor, the form will be completed after staff give their feedback.
2nd Appraiser (If Applicable)	**4.15. The 2nd Appraiser Review** 4.15.1. The 2nd appraiser reviews and confirms the first appraiser's evaluation. Any ratings of 90% or higher, or 75% or lower, must be justified. Once 2nd Appraiser submitted the assessment, the form is locked in the system with the status "SUBMITTED TO MSD".

MSD & KCDIOM Liaison Officer	**4.16. Reporting and Performance Analysis** 4.16.1. MSD and the Liaison Officer generate reports and summaries of staff achievements. Performance report is provided to support HR decisions such as salary increments, promotions, and performance-based actions.