*MSD-EAU/V-01/R-02/ED-08022022*

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|  | **MANAGEMENT SERVICES DIVISION** |

**APPLICATION FOR PART-TIME ACADEMIC STAFF FOR NON-IIUM STAFF**

**Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Kulliyyah/Centre/Institute:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Semester/Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. No of active academic staff at department: \_\_\_\_\_\_
3. No of students at department / university (if service courses): \_\_\_\_\_\_\_
4. Total number of sections offered at department for the semester applied:
	1. Pre-University courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Undergraduate courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Postgraduate courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Total number of Part-Time Academic Staff requested: \_\_\_\_\_\_\_

**List of new courses/section need to be offered**

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| **No.** | **Course Code** | **Course Title** | **Section** | **Class Limit** | **Part-Time Academic Staff to be Assigned** | **Period of Appointment** |
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| 1. **JUSTIFICATION FROM THE HEAD OF DEPARTMENT/UNIT**
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|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Date  |

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| 1. **RECOMMENDATION FROM THE DEAN/DIRECTOR**
 |
|  Recommended Not Recommended  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean/Director Date  |

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| KULLIYYAH/CENTRE/DIVISION (GENERAL OFFICE)  Please proceed this part if Dean/Director gives the recommendation |
| **Source of Budget** Central Kulliyyah  Attached herewith the followings documents for generating/activating Part-Time Lecturer ID: Analysis of Teaching Workload by Department EPF Statement (Attachment A)  Copy of Identification Card Copy of Passport – *for International Applicant (1st Page)*  Bank Account Statement (1st Page) Copy of Immigration Pass – *for International Applicant*    SOCSO Statement SFS result of previous semester if reappointment SOCSO Form (if no SOCSO) –  *for International Applicant* Copy of the highest qualification certificate   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deputy Director Date |
| CHECKING BY EMPLOYMENT (ACADEMIC) UNIT, MSD |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Senior Assistant Director, EAU, MSD Date |

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| RECOMMENDATION FROM MANAGEMENT SERVICES DIVISION |
|  Recommended Not recommended  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director, MSD Date |

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| APPROVAL FROM THE DEPUTY RECTOR (ACADEMIC & INTERNATIONALISATION) |
|  Approved Not approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deputy Rector (Academic & Internationalisation) Date |

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| FOR OFFICE USE |
|  ID generated/activated ID not generated/not activated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EAU, MSD Date |

**ATTACHMENT A**

**Teaching Workload Analysis by Department**

**For the Purpose of Application for Part-Time Academic Staff**

**(Only one analysis for all applications for each department)**

**Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Kulliyyah/Centre/Institute:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **No.** | **Staff Name** | **Staff No** | **Special Assignment/Post***e.g. Dean, Head of Department etc.* | **Total Teaching Workload (credit hours)** |
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\* Alternatively, Department/Unit can submit a report on Teaching Workload/Slips generated from Registration System

**REFERENCE A**

**ACADEMIC STAFF TEACHING WORKLOAD**

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| **POSITION** | **REQUIRED TEACHING HOURS (CREDIT HOURS)** | **MAXIMUM TEACHING HOURS****(CREDIT HOURS)** |
| Dean | 3 | 6 |
| Director | 3 - 6 | 6 |
| Deputy Dean | 6 | 6 |
| Head of Department | 6 - 9 | 9 |
| Professor | 9 - 12 | 12 |
| Associate Professor | 12 | 12 |
| Assistant Professor | 12 | 12 |

*Source: 341st Senate Meeting held on 16th October 2008*

**ACADEMIC TEACHING WORKLOAD FOR DG SCHEME**

For the purpose of comparison of calculation of contact hours per year, the number of teaching hours per year for the following grade of service:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade of Service** | **Maximum Teaching Hours in Normal Semester (Credit Hours)** | **Maximum Teaching Hours in Short Semester (Credit Hours)** | **Total workload per academic semester** |
| DG Scheme at CFS (Matriculation Teachers) | 16 | 8 | 40 |
| DG Scheme at CELPAD (CELPAD Teachers) | 18 | 10 | 46 |

*Source: 427th Senate Meeting held on 26th August 2016*

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|  | **MANAGEMENT SERVICES DIVISION** |

*MSD-EAU/V-21/R-02/ED-08022022*

**APPLICATION FOR PART-TIME TEACHING STAFF (LECTURER/TEACHER/TUTOR/DEMONSTRATOR/PRACTICAL INSTRUCTOR)**

**DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KULLIYYAH/CENTRE/INSTITUTE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New Application**

 **Re-appointment (Staff ID.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

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| APPLICANT INFORMATION - TO BE FILLED BY APPLICANT |
| **Name**  |  |
| **IC No** |  |
| **Gender** |  |
| **Date of Birth / Place** |  |
| **Nationality** (please state if Permanent Resident) |  |
| **Passport No./Issuance Date** |  |
| **Expiry Date of Passport** |  |
| **Type of Current Immigration Pass** (Compulsory for International Applicant)  | **Type: Permit No.:****Issuance Date: Expiry Date:** |
| **Home Address** |  |
| **Contact No.**Mobile Phone |  |
| **Present Occupation** |  |
| **Name & Address of present employer** (if still working) |  |
| **EPF No** |  |
| **SOCSO No** |  |
| **Income Tax No** |  |
| **Bank Account No / Name of Bank** |  |
| **Particular Next** **of Kin** | **Name:****Contact No.:****Address:****Relationship with Applicant:** |

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| ACADEMIC QUALIFICATION – TO BE FILLED BY APPLICANT |
| **Name of Schools/Universities/Colleges** | **Period of Study** | **Certificate Obtained** | **Medium of Instruction** |
| **From** | **To** |
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| 1. **APPLICANT’S DECLARATION**
 |
| I hereby declare that all information and particulars contained in my job application form are true. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant signature Date  |

**Documents to be submitted with this form:**

1. Copy of Identification Card
2. Copy of Passport – *for International Applicant (1st Page)*
3. Copy of Immigration Pass – *for International Applicant*
4. Copy of the highest academic qualification certificate (Bachelor/Master/PhD)
5. Bank Account Statement (1st Page)
6. SOCSO Statement
7. SOCSO Form (if no SOCSO) – *for International Applicant*
8. SFS result of previous semester if reappointment

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|  TO BE FILLED BY THE HEAD OF DEPARTMENT/UNIT |
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| * 1. **APPOINTMENT CLASSIFICATION**
 |
| **Nature of Task** | **Minimum Qualification** | **Rate per hour\* (RM)** | **Max Teaching Hours\*\*** | **Max per month per subject\* (RM)** | **Please Tick** |
| Teaching Postgraduate Courses | Ph.D., Master | 150 | 8 | 3,200 |  |
| Teaching Undergraduate Courses | Ph.D., Master | 100 | 3,200 |  |
| Teaching Pre-University Courses (CFS/CELPAD) | Master, Bachelor | 80 | 10 | 3,200 |  |
| Demonstrator/Practical Instructor/CreditedCo-Curriculum Courses | Bachelor | 50 | 10 | 600 |  |
| SPM/STPM | 25 |  | 600 |  |

*\*Rate of payment is based on MSD Service Circular No. 3/2009**\*\*Maximum teaching hours is based on MSD Service Circular No. 6/2005**\*\*\*Claim for teaching hours should be according to official schedule*

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| * 1. **APPOINTMENT CLASSIFICATION FOR DU/DUF/DUG\***
 |
| **Post and Grade** | **Rate per hour\* (RM)** | **Rate for bedside teaching / clinical / practical** | **Max claim per month\* (RM)** | **Please Tick** |
| **Kulliyyah**  | **Tutorial** |
| Professor (VK7) | 300 | 200 | 300 per session\*\* | 4,500 |  |
| Associate Professor (53/54) | 200 | 130 | 200 per session | 4,000 |  |
| Assistant Professor (51/52) | 150 | 100 | 200 per session | 3,500 |  |
| Lecturer/Trainee Lecturer (51P)/Medical Officer Non-Specialist | 120 | 90 | 120 per session | 3,200 |  |
| Support Group / Tutor | - | - | 80 per session | 2,500 |  |

*\*Rate of payment is based on MSD Service Circular No. 11/2015**\*\* Session refers to morning session and afternoon session. Each session is not less than one (1) hour*

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| * 1. **DETAILS OF REQUEST**
 |
| **No.** | **Details**  | **Please state** |
|  | Will prepare examination papers?*Payment rate is RM100\** |  |
|  | Will mark answer scripts?*Payment rate\*:*1. *RM2.50 per script if the examination period is more than two (2) hours*
2. *RM2.00 per script if the examination period is less than two (2) hours*
 |  |
|  | **Please complete the Teaching Workload Analysis template. Refer Attachment A. Only one analysis for all applications.** |

*\*Based on MSD General Circular No.4/1995* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of Department Date |