*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** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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 |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | * 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/Credited  Co-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*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | * 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*   |  |  |  | | --- | --- | --- | | * 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 |