الجامعة الاسلامية العالمية ماليزيا **INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA** يونيۏرسيتي إسلام انتارابڠسا مليسيا	**MANAGEMENT SERVICES DIVISION**

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

Department:_____

Kulliyyah/Centre/Institute:_____

a. Semester/Session: _____

b. No of active academic staff at department: _____

c. No of students at department / university (if service courses): _____

d. Total number of sections offered at department for the semester applied:

    i.   Pre-University courses: _____

    ii.   Undergraduate courses: _____

    iii.   Postgraduate courses: _____

e. Total number of Part-Time Academic Staff requested: _____

List of new courses/section need to be offered

No.	Course Code	Course Title	Section	Class Limit	Part-Time Academic Staff to be Assigned	Period of Appointment
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

1. JUSTIFICATION FROM THE HEAD OF DEPARTMENT/UNIT

_____   _____
Head   Date

2. RECOMMENDATION FROM THE DEAN/DIRECTOR

☐ Recommended   ☐ Not Recommended

_____   _____
Dean/Director   Date

3. 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 (Attachment A)

☐ EPF Statement

☐ 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
SOCSO Form (if no SOCSO) – *for International Applicant*

☐ SFS result of previous semester if reappointment

☐ Copy of the highest qualification certificate

_____   _____
Deputy Director   Date

4. CHECKING BY EMPLOYMENT (ACADEMIC) UNIT, MSD

_____   _____
Senior Assistant Director, EAU, MSD   Date

5. RECOMMENDATION FROM MANAGEMENT SERVICES DIVISION

[ ] Recommended   [ ] Not recommended

_____   _____
Director, MSD   Date

6. APPROVAL FROM THE DEPUTY RECTOR (ACADEMIC & INTERNATIONALISATION)

[ ] Approved   [ ] Not approved

_____   _____
Deputy Rector (Academic & Internationalisation)   Date

7. FOR OFFICE USE

[ ] ID generated/activated   [ ] ID not generated/not activated

_____   _____
EAU, MSD   Date

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:_____

No.	Staff Name	Staff No	Special Assignment/Post *e.g. Dean, Head of Department etc.*	Total Teaching Workload (credit hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

* Alternatively, Department/Unit can submit a report on Teaching Workload/Slips generated from Registration System

ACADEMIC STAFF TEACHING WORKLOAD

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

	MANAGEMENT SERVICES DIVISION

APPLICATION FOR PART-TIME TEACHING STAFF

(LECTURER/TEACHER/TUTOR/DEMONSTRATOR/PRACTICAL INSTRUCTOR)

DEPARTMENT _____

KULLIYYAH/CENTRE/INSTITUTE_____

☐ **New Application**

☐ **Re-appointment (Staff ID.:_____)**

8. 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:**

9. ACADEMIC QUALIFICATION – TO BE FILLED BY APPLICANT

Name of Schools/Universities/Colleges	Period of Study		Certificate Obtained	Medium of Instruction
	From	**To**		

10. 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

11. TO BE FILLED BY THE HEAD OF DEPARTMENT/UNIT

11.1   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*

11.2   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*

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

11.3   DETAILS OF REQUEST

*Based on MSD General Circular No.4/1995

_____   _____

Head of Department   Date