



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

All Deans / Directors  
Kulliyahs / Divisions / Centres / Institutes / Offices  
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

*Assalamualaikum wa rahmatullahi wa barakatuh*

**SERVICE CIRCULAR LETTER NO. 1/2022  
MANAGEMENT SERVICES DIVISION**

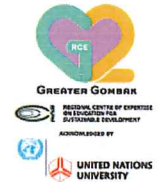
**EXPECTED ACHIEVEMENT FOR PROMOTION OF ACADEMIC STAFF**

**1. OBJECTIVE**

The objective of this circular letter is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the revised expected achievement for promotion of academic staff.

**2. BACKGROUND**

- 2.1 The University through its MSD Service Circular No. 21/2020 had revised the criteria for promotion of academic staff which took effect 1st January 2021.
- 2.2 In the meeting of the Revised Criteria for Promotion of Academic Staff (ReCPAS) No. 1/2021 held on 5th October 2021, it has been agreed that the minimum requirement of achievement for promotion of academic staff be revisited accordingly. Following to the ReCPAS decision, item 4.2.3.1 on the Expected Achievement for Evaluation of the 'Guidelines on Promotion Exercise for Academic Staff' has been revised accordingly.
- 2.3 All the Deans/Director of Kulliyahs has been notified of the revised criteria through a letter ref. IIUM/202/C/20/3/13 dated 1st November 2021.
- 2.4 The revised criteria has also been presented to the Deans' Council Meeting No. 2/2022 for notification.



3. **DECISION**

3.1 The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 approved the following:

- i) The Kulliyah Promotion Committee (KPC) may refer to the **Expected Achievement for Promotion of Academic Staff** as guideline in determining the fulfilment of the requirement application which is applicable for **entry promotion application only**. The recommendation is still subject to deliberation of KPC and further evaluations by Pre-Interview Panel for Promotion of Academic Staff (Pre-IPPAS) and appointed External Assessors.
- ii) The effective date of implementation of the guidelines was on 6th December 2021, i.e. the date of Pre-IPPAS Meeting No. 2/2021.

3.2 Details of the revised Expected Achievement for Promotion of Academic Staff is as provided in *Appendix A*.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

*"Leading the Way"*



**FAZIDAH H. BAKHTIAR**  
Executive Director  
Management Services Division

- c.c. :
- : Rector
  - : Deputy Rector (Academic and Internationalisation)
  - : Deputy Rector (Responsible Research and Innovation)
  - : Deputy Rector (Student Development and Community Engagement)
  - : Executive Director (Finance Division)
  - : Executive Director (Development and Planning)
  - : Campus Director, IIUM Kuantan Campus
  - : Legal Advisor