Workstation : MSD

 Version No. : 00

 Revision : 01

 Effective Date : 06.12.2021



**APPENDIX 1:**

**APPLICATION FOR ACADEMIC STAFF PROMOTION**

 I have read and understood the expected achievement for promotion (Please refer to the guidelines)

 I have updated my latest HURIS C.V. online (according to the date of my present appointment) **as per**

 **attached.**

This form should be completed by the APPLICANT for the promotion of:

 **Associate Professor**

 **Professor VK7**

 **Emplacement (Please circle: VK6 / VK5)**

|  |  |
| --- | --- |
| Name: |  |
| Age : |  |
| Staff No.: |  |
| Current grade and post: |  |
| Date of Present Appointment: |  |
| Area of Specialisation: |  |
| Department: |  |
| Kulliyyah: |  |
| Confirmation in Service:*(for permanent staff only)* |  |
| Duration of present contract:*(for contract staff only)* |  |

|  |
| --- |
| **PERSONAL STATEMENT**Please use the following space to highlight your key importance or strengths in order to support your application.* Please specify the **particular contribution** you have made in terms of teaching and related administration, research and related administration, publications and related writings, academic leadership and clinical activity (as relevant to your role/function), professional practice and services as well as other significant contributions that can qualify you for the promotion to higher position.
* It is particularly important that you explain what your **distinctive** impacts, strengths and other scholarly contributions have been (and how they have made a difference) rather than simply listing your achievements.
* You should also ensure that you include any contextual information related to your discipline / area of specialisation**. (To clearly highlight the niche area of specialisation that you are going to profess in your career as an academic leader)**
 |
|  |

| **1. TEACHING AND SUPERVISION CONTRIBUTIONS*****Please use the space below to explain how you have contributed to the TEACHING AND SUPERVISION activities at the University leading towards KhAIR. Kindly attach the documented evidence (other than information available in the huris database).***  |
| --- |
|  |
| **TEACHING AND SUPERVISION CONTRIBUTIONS** **Please circle the score:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** |
| **Department** | **5** | **4** | **3** | **2** | **1** |
| **KPC** | **5** | **4** | **3** | **2** | **1** |

 |

| **2. RESEARCH CONTRIBUTIONS*****Please use the space below to explain how you have contributed to the RESEARCH AND CONSULTANCY activities at the University leading towards KhAIR. Kindly attach the documented evidence (other than information available in the huris database).*** |
| --- |
|  |
| **RESEARCH CONTRIBUTIONS** **Please circle the score:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** |
| **Department** | **5** | **4** | **3** | **2** | **1** |
| **KPC** | **5** | **4** | **3** | **2** | **1** |

 |

| **3. PUBLICATION CONTRIBUTIONS*****Please use the space below to explain how you have contributed to the PUBLICATION activities at the University leading towards KhAIR. Kindly attach the documented evidence (other than information available in the huris database).*** |
| --- |
|  |
| **PUBLICATION CONTRIBUTIONS** **Please circle the score:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** |
| **Department** | **5** | **4** | **3** | **2** | **1** |
| **KPC** | **5** | **4** | **3** | **2** | **1** |

 |
|  |

| **4. LEADERSHIP CONTRIBUTIONS*****Please use the space below to explain how you have contributed to the LEADERSHIP activities at the University leading towards KhAIR. Kindly attach the documented evidence (other than information available in the huris database).*** |
| --- |
|  |
| **LEADERSHIP CONTRIBUTIONS** **Please circle the score:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** |
| **Department** | **5** | **4** | **3** | **2** | **1** |
| **KPC** | **5** | **4** | **3** | **2** | **1** |

 |

| **5. PROFESSIONAL PRACTICE AND SERVICES CONTRIBUTIONS*****Please use the space below to explain how you have contributed to the PROFESSIONAL PRACTICE AND SERVICES activities at the University leading towards KhAIR. Kindly attach the documented evidence (other than information available in the huris database).*** |
| --- |
|  |
| **PROFESSIONAL PRACTICE AND SERVICES CONTRIBUTIONS** **Please circle the score:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** |
| **Department** | **5** | **4** | **3** | **2** | **1** |
| **KPC** | **5** | **4** | **3** | **2** | **1** |

 |

| **6. IMPACTFUL CONTRIBUTIONS (This includes activities and/or projects that are supporting the University’s objectives such as flagship projects, SDGs, National Education Philosophy, RCE, etc. The Key Intangible Performance Indicators (KIPs) may also be presented)*****Please use the space below to explain how you have contributed to the IMPACTFUL significant activities at the University leading towards KhAIR. Kindly attach the documented evidence (other than information available in the huris database).*** |
| --- |
|  |
| **IMPACTFUL CONTRIBUTIONS** **Please circle the score:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** |
| **Department** | **5** | **4** | **3** | **2** | **1** |
| **KPC** | **5** | **4** | **3** | **2** | **1** |

 |

|  |  |
| --- | --- |
| **Applicant Name:** |  |
| **Signature:** |  | **Date:** |  |

**RECOMMENDATION BY DEPARTMENT**

|  |  |
| --- | --- |
| **Remarks:** |  |
| **Name:** |  |
| **Signature / Official Stamp:** |  | **Date:** |  |

**RECOMMENDATION BY KULLIYYAH PROMOTION COMMITTEE (KPC)**

|  |  |
| --- | --- |
| **Remarks:** |  |
| **Signature / Official Stamp (by the Chairman):** |  | **Date:** |  |

**SCORING SUMMARY (to be filled up by Kulliyyah)**

|  |  |
| --- | --- |
|  | **SCORE RATING FOR EACH AREA** |
|  | **Teaching and Supervision** | **Research**  | **Publication** | **Leadership** | **Professional Practice & Services** | **Impactful Contributions** |
| **Head of Department** |  |  |  |  |  |  |
| **Kulliyyah Promotion Committee** |  |  |  |  |  |  |
| **Average Score****(by KPC)** | **Sum of all 6 Areas divided by 6****Remarks** *(The Kulliyyah Promotion Committee can only submit the applications that have been* ***rated 3 and above*** *to the Secretariat, MSD)* |

**Notes:**

|  |  |
| --- | --- |
| **Description** | **Score Rating** |
| Excellent performance by national or international standards and performance is par exceed the minimum requirements. | 5 |
| Very Good performance and commitments indicating that the application consistently exceeds the minimum requirements. | 4 |
| Good and satisfactory performance and commitments at a level meeting the minimum requirements. | 3 |
| Performance at a level which requires further improvement and does not meet minimum requirement. | 2 |
| Unsatisfactory performance or below expectation or does not meet the requirements at all. | 1 |

**DECISION BY THE PANELS OF UNIVERSITY PROMOTION COMMITTEE**

|  |  |
| --- | --- |
| **Remarks:** |  |
| **Signature / Official Stamp (by the Chairman):** |  | **Date:** |  |

DATA PROTECTION: Please note that your application will be treated with an appropriate level of confidentiality and handled in accordance with the University Rules and Regulations.

**PROPOSED NAMES OF EXTERNAL ASSESSORS (EA) FOR PROMOTION**

**EXERCISE OF ACADEMIC STAFF**

***Note:*** *This column must be filled by the Head of Department, failing which the form will be returned to the Kulliyyah. Please be informed that the names of the proposed EA should be treated as* ***STRICTLY CONFIDENTIAL*** *and* ***not to be disclosed to the candidate****.*

Post applied: **Professor**

Please list three (3) Local scholars and two (2) International scholars as External Assessors (Must be at the level of Professor)

Post applied: **Associate Professor**

 Please list two (2) Local scholars and one (1) International scholar as External Assessors (At least at the level of Associate Professor)

**Details of Proposed External Assessors:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **LOCAL/****INTERNATIONAL SCHOLARS** | **NAME** | **DESIGNATION** | **ADDRESS (Please provide complete address)** | **E-MAIL** |
| 1 | Local |  |  |  |  |
| 2 | Local |  |  |  |  |
| 3 | Local |  |  |  |  |
| 4 | International |  |  |  |  |
| 5 | International |  |  |  |  |

**Details of Proposed External Assessors (Reserved List):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **LOCAL/****INTERNATIONAL SCHOLARS** | **NAME** | **DESIGNATION** | **ADDRESS (Please provide complete address)** | **E-MAIL** |
| 1 | Local |  |  |  |  |
| 2 | International |  |  |  |  |

*Remarks:*

*(i) Please provide additional of two (2) EA (1 local and 1 international) for reserved list to avoid any delay should there be any changes of the proposed EA.*

*(ii) The proposed names of EA does meet the following categories:*

*i) still in service at the respective institution;*

*ii) not a close collaborator with the applicant;*

*iii) not the supervisor(s) of the applicant during Master / Ph.D studies; and*

*iv) not a close relative of the applicant.*

*(iii) The assessment of EA is NOT the sole deciding factor in determining the result of promotion.*

 *\* The University is NOT obliged to accept the names of EA proposed by the Kulliyyah.*