



OFFICE OF THE EXECUTIVE DIRECTOR, MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

10th December 2020

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

Dear YBhg. Dato'/Prof./Dr.

*Assalamualaikum wa rahmatullahi wa barakatuh*

**SERVICE CIRCULAR NO. 21/2020  
MANAGEMENT SERVICES DIVISION**

**REVISION OF CRITERIA FOR PROMOTION OF ACADEMIC STAFF**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices on the revision of criteria for promotion of academic staff.

**2. BACKGROUND**

2.1 The current policy on criteria for promotion of academic staff to Associate Professor (Grade 54), Professor (Grade VK7) and Emplacement to VK6/VK5 are stated in the following circulars:-

No.	Type of promotion	Relevant Circular
1	Emplacement to Grade VK6/5	- MSD Service Circular No. 5/2010 - MSD Service Circular Letter No. 2/2012
2	Promotion to Grade 54/VK7	- MSD General Circular No. 16/1999 - MSD Service Circular Letter No. 2/2007 - MSD Service Circular No. 2/2008 - MSD Service Circular No. 9/2010 - MSD Service Circular Letter No. 5/2011 - MSD Service Circular Letter No. 2/2015 - MSD Service Circular Letter No. 1/2016 - MSD Service Circular No. 3/2016 - MSD Service Circular No. 14/2019



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Office Address: Management Services Division, Level 3, Rectory Building, International Islamic University Malaysia, Jalan Gombak, 53100 Kuala Lumpur.

Mailing Address: Management Services Division International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur, Malaysia.

Tel: +603 6196 4967 / 6196 5556 Fax: +603 6196 4998 / 4997 Website: <http://www.iium.edu.my/msd>

- 2.2 The Staff Service Committee (SSC) No. 5/2011 on 29th November 2011 decided to establish a sub-committee known as Sub-Committee for Revision of Criteria for Promotion of Academic Staff (ReCPAS) to oversee the revision exercise of promotion criteria for academic staff.
- 2.3 After a few series of meetings by the Sub-committee, the revised promotion criteria for academic staff has been tabled in the Deans' Council Meeting No. 3/2020 on 6th March 2020 as well as the Senate Meeting No. 466 held on 26th June 2020.

### 3. *DECISION*

- 3.1 The Staff Service Committee (SSC) Meeting No. 4/2020 on 14th September 2020 has approved the 'Guidelines on Promotion Exercise for Academic Staff' and 'Revised Application Form for Academic Staff Promotion' as in the attachment.
- 3.2 The effective date of implementation is **1st January 2021**.
- 3.3 With the issuance of this circular, all the MSD Service Circulars and MSD Service Circular Letters stated in para 2.1 above are superseded.

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

Thank you. Wassalam.

*"Leading the Way"*



**DATO' ABDUL RAHIM ANMAD**  
Executive Director  
Management Services Division

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