



IIUM/202/4/1/1

25<sup>th</sup> May 2022

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. 9/2022  
MANAGEMENT SERVICES DIVISION**

**REVISION OF TIME-BASED AND MERIT-BASED PROMOTION CRITERIA  
FOR DG SCHEME OF SERVICE BASED ON THE NEW FLEXI WARRANT  
APPROVED BY PUBLIC SERVICE DEPARTMENT**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the revision of time-based and merit-based promotion criteria for DG Scheme of Service based on the new flexi warrant approved by Public Service Department (PSD).

**2. BACKGROUND**

- 2.1 DG Scheme of Service in IIUM comprises of CELPAD and CFS Teacher/Lecturer (*also known as Guru Bahasa and Pegawai Perkhidmatan Pendidikan respectively.*)
- 2.2 The development of Time-Based Promotion (TBP) and Merit-Based Promotion (MBP) were based on the type of warrant given by PSD either flexi (merit based) or time-based warrant. Any promotion exercise implemented without warrant would need to utilise the University's internal fund.
- 2.3 In May 2020, Management Services Division (MSD) had submitted a request to Ministry of Higher Education (MOHE) through Anggaran Belanja Mengurus (ABM) 2021 for DG Scheme to be given flexi warrant up to Grade 54 for better career path. On the recommendation of MOHE, the request was approved by PSD through its ABM 2021 effective from July 2021. Further to this, the criteria for TBP and MBP of DG Scheme need to be revisited in line with the new promotion criteria for Academic Staff that has been established.



- 2.4 The University has issued the MSD Service Circular No. 21/2020 on the Revised Criteria for Promotion of Academic Staff and its first implementation was conducted at Pre-IPPAS No. 2/2021 on 6th December 2021. However, the circular did not include the promotion criteria for DG Scheme.
- 2.5 In the absence of the promotion criteria for DG Scheme, a discussion was held on 25<sup>th</sup> December 2021 organised by MSD to discuss on the TBP and MBP criteria of DG Scheme chaired by Deputy Rector (Academic and Internationalisation). The meeting has decided that CELPAD and CFS to propose the revised criteria for TBP and MBP since the PSD had approved the flexi warrant up to Grade 54.
- 2.6 The MSD received the revised proposal from CELPAD and CFS on 17<sup>th</sup> December 2021 and 3<sup>rd</sup> February 2022 respectively for further consolidation by the Secretariat.

### 3. **DECISION**

- 3.1 In recognition of the significant contribution of DG Teacher/Lecturer to the University, the Staff Service Committee (SSC) Meeting No. 2/2022 held on 15th April 2022 decided as follows:

- i) Approved the revised criteria for TBP and MBP as provided in *Appendix A* and *Appendix B* respectively.
- ii) The 'Interview Panel Meeting for Promotion of CELPAD/MATRICULATION Lecturer DG Scheme' is renamed to '**Interview Panel Meeting for Promotion of DG Teacher/Lecturer**' and shall comprise of:

Chairman : Deputy Rector (Academic and Internationalisation)  
Members : Dean, CELPAD  
              Dean, CFS  
              Executive Director, MSD  
              Director of HRM, MSD or representative  
Secretary : Officer in charge of Academic Promotion, MSD

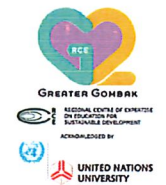
- 3.2 The effective date of implementation is **1<sup>st</sup> June 2022**.
- 3.3 With the issuance of this circular, all the circulars related to TBP and MBP for DG Scheme are superseded.

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.J. BAKHTIAR**  
Executive Director  
Management Services Division

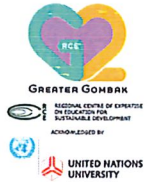


- c.c. : Rector  
: Deputy Rector (Academic and Internationalisation)  
: Deputy Rector (Responsible Research and Innovation)  
: Deputy Rector (Student Development and Community Engagement)  
: Executive Director (Finance Division)  
: Executive Director (Development and Planning)  
: Campus Director,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

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## TIME-BASED PROMOTION CRITERIA FOR DG SCHEME

### Purpose

To establish a policy governing the Time-Based Promotion (TBP) of academic staff on DG Scheme for the purpose of career advancement in the University.

### Scope of Policy

This policy applies to all academic staff of IIUM on DG Scheme below 60 years old.

### Approving Authority

The process of TBP shall be empowered at the Centre Promotion Committee according to the criteria enforce and to notify Staff Service Committee for further endorsement.

### Policy

#### 1. Eligibility:

Fulfilled the duration of service (excluding the duration of unpaid leave and half-pay leave) as follows:

- (a) Grade 41 to 44 – 8 years
- (b) Grade 44 to 48 – 8 years
- (c) Grade 48 to 52 – 6 years
- (d) Grade 52 to 54 – 3 years

#### 2. Fulfilled the criteria and excellence performance as follows:

Promotion Grade	Criteria	Excellence Performance
Grade 44/48/52	<b>General Criteria</b> a) Confirmed in service; b) Has made Asset Declaration; and c) Recommendation by the Head of Department/Dean.	NIL

	<p><b>Specific Criteria</b></p> <p>a) APAR is 85% and above for the last three (3) consecutive years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three 45% on current grade; and</p> <p>b) SFS is 80% and above</p> <p>c) Successfully attended seven (7) days work related training.</p>	
Grade 54	<p><b>General Criteria</b></p> <p>a) Confirmed in service;</p> <p>b) Has made Asset Declaration; and</p> <p>c) Recommendation by the Head of Department/Dean.</p> <p><b>Specific Criteria</b></p> <p>a) APAR is 90% and above for the last three (3) consecutive years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three 45% on current grade; and</p> <p>b) SFS is 90% and above</p> <p>c) Successfully attended seven (7) days work related training.</p>	<p>(a) Leadership (Academic Administrator)</p> <ul style="list-style-type: none"> <li>- Refers to the leadership position(s) held at the University / Centre levels while holding the position of DG 52.</li> <li>- Academic administrator positions may include those with allowance (such as Dean, Deputy Dean, Principal, Fellow, Head or Coordinator) or without allowance (such as Academic Advisor, Lab Coordinator or Course Coordinator).</li> </ul> <p>(b) Involvement in Community Service</p> <ul style="list-style-type: none"> <li>- Refers to staff's participation / involvement in various programmes / events organized internally or externally as organizing committee members.</li> </ul> <p>(c) Research / Publication / Consultancy / Conference <i>(Applicable to CFS Teacher/Lecturer only)</i></p> <ul style="list-style-type: none"> <li>i) Research may include one that is funded by the University, external organizations or self-funded.</li> <li>ii) Publication may include, but not limited to, work(s) which are published in academic journals, newspapers, magazines, etc.</li> <li>iii) Consultancy may include role(s) undertaken as external examiner, exam setter, speaker, trainer, etc.</li> <li>iv) Conference may include, but not limited to, posters, products or abstracts presented at local or international conferences, seminars etc. with or without publication.</li> </ul>

3. Application to be submitted through the Centre Promotion Committee by using the Application Form for Time-Based Promotion.



**MERIT-BASED PROMOTION CRITERIA FOR DG SCHEME**

**Purpose**

To establish a policy governing the Merit-Based Promotion (MBP) of academic staff on DG Scheme for the purpose of career advancement in the University.

**Scope of Policy**

This policy applies to all academic staff of IIUM on DG Scheme below 60 years old.

**Approving Authority**

The process of MBP shall be recommended by Centre Promotion Committee for further interview process at the Central.

**Policy**

1. Eligibility:

Fulfilled the duration of service (excluding the duration of unpaid leave and half-pay leave) as follows:

- (a) Grade 41 to 44 – 3 years
- (b) Grade 44 to 48 – 3 years
- (c) Grade 48 to 52 – 3 years
- (d) Grade 52 to 54 – 1 years

2. Fulfilled the criteria and excellence performance as follows:

**Part A: General Rules**

Promotion Grade	Criteria
Grade 44/48/52	<p><b>General Criteria</b></p> <ul style="list-style-type: none"> <li>a) Confirmed in service;</li> <li>b) Has made Asset Declaration; and</li> <li>c) Recommendation by the Head of Department/Dean.</li> </ul> <p><b>Specific Criteria</b></p> <ul style="list-style-type: none"> <li>a) APAR is 85% and above for the last three (3) consecutive years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three 45% on current grade; and</li> <li>b) SFS is 80% and above</li> <li>c) Successfully attended seven (7) days work related training.</li> </ul>

Grade 54	<p><b>General Criteria</b></p> <p>a) Confirmed in service;  b) Has made Asset Declaration; and  c) Recommendation by the Head of Department/Dean.</p> <p><b>Specific Criteria</b></p> <p>a) APAR is 90% and above for the last three (3) consecutive years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three 45% on current grade; and  b) SFS is 90% and above  c) Successfully attended seven (7) days work related training.</p>
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### Part B: Weightage for each criteria for Excellent Performance

The points shall be counted from the date of present appointment **OR** after the last promotion (whichever is applicable).

No.	Criteria	Promotion Grade & Weightage							
		44	W	48	W	52	W	54	W
1	Teaching	✓	70	✓	70	✓	60	✓	55
2	Publication	*	*	✓	5	✓	5	✓	10
3	Conference	*	*	*	*	✓	5	✓	5
4	Research & Consultancy	*	*	*	*	✓	5	✓	5
5	Service to the community	✓	30	✓	25	✓	20	✓	20
6	Leadership & Administration	*	*	*	*	✓	5	✓	5
7	Awards	✓	10	✓	10	✓	10	✓	10
	<b>Total points</b>		<b>110</b>		<b>110</b>		<b>110</b>		<b>110</b>

- For items with the mark of (\*) will be considered as bonus for promotion to grade DG44 and DG48.

Staff shall obtain the following % to be eligible for consideration of promotion:

No.	Promotion Grade	Percentage (%)	Criteria	Points
1	44	95%	Teaching	66.5
		95%	Service to the community	28.5
2	48	95%	Teaching	66.5
		95%	Service to the community	23.75
		85%	Publication	4.25
3	52	95%	Teaching	57
		95%	Service to the community	19
		85%	Research & consultancy or Publication or Conference	12.75
		90%	Leadership & Administration	4.5
4	54	95%	Teaching	52.25
		95%	Service to the community	19
		90%	Publication	9
		85%	Research & consultancy and Conference	8.5
		90%	Leadership & Administration	4.5

### Part C: Guidelines for Assessment

#### 1. Teaching

*(Please indicate, in chronological order, courses you have taught or develop)*

No.	Type of Teaching	Point
(a)	Number of courses (including repeated courses)	3 per course per semester
(b)	Development of curriculum	4 per programme / department / Kulliyah
(c)	Development of new courses / modules	2 per course or module

#### 2. Publication

*(Please list your publications related to your job scope in chronological order according to the category of publications)*

No.	Category of publication	Point
(a)	Publications in journal listed in citation index (e.g. Scopus, ISI Index, etc.)	7
(b)	Publications in journal not listed in citation index	4
(c)	Academic book published by:	
	(i) reputable international publisher (Wiley, Oxford, Prentice Hall, etc.)	10
	(ii) well established reputable local publisher (DBP, UM Press, IIUM Press, etc.)	7
(iii) less reputable local publisher	4	
(d)	Academic book published by the author himself/herself	2



(e)	Academic book edited (including revision, which should be officially Endorsed by the respective Department)	4
(f)	Academic book translated (which should be officially endorsed by the Department)	2
g)	Chapters in academic book (which should be officially endorsed by the Department)	2
(h)	Monograph (must be in English or Arabic language) which is: -	
	(i) published by the Centre/Kulliyah	2
	(ii) published by the author	1
	(iii) published by the University/ IIUM Research Management Centre	3
(i)	Academic Article /Book Review/Proceeding	1
(j)	Published academic manual/guidelines/supplement	1
(k)	Academic articles in magazines/newspapers	1
(l)	Non-academic book published	1
(m)	Non-academic articles in magazines/newspapers	0.5
(n)	Others	0.5

*Note: Academic book refers to research-based academic book*

### 3. Conference

*(Please list the presentations in conferences in chronological order according to the category of conferences. The information provided should consist of the following: Title of presentation, Author/Co-author, Name of the Conferences, Date and Venue.)*

No.	Category of Conference	Point
(a)	International conference	3
(b)	National conference	2
(c)	Kulliyah/ centre level conference	1

**4. Research & Consultancy**

*(Please provide details of the completed research that is related to the job scope)*

4.1	Category of Research	Point	
		Principal Researcher	Co-researcher
(a)	Research in collaboration and funded by the international organisations i. long term (more than one year)	10	5
	ii. short term (less than one year)	8	4
(b)	Research funded by the international organisations (not collaborated) i. long term (more than one year)	8	4
	ii. short term (less than one year)	6	3
(c)	Research in collaboration and funded by the local organisations i. long term (more than one year)	6	3
	ii. short term (less than one year)	4	2
(d)	Research funded by the local organisations (not collaborated) i. long term (more than one year)	4	2
	ii. short term (less than one year)	2	1
(e)	University/centre/self-funded research i. RM10,000.00 or more	3	2
	ii. RM10,000.00 or less	2	1
4.2	Consultancy	Point	
		Lead Consultant	Co-Consultant
(a)	Programme Assessor (MQA and other institutions of higher learning)	3	2
(b)	Pre-university national programme (e.g. marking, judge, exam setting, facilitator)	2	1
(c)	External Assessor/examiner	2	1

**5. Service to the Community**

*(Please provide particulars of positions held, type of responsibilities, name of events and dates, etc.)*

5.1	Academic	Point/Appointment
(a)	Curriculum/ Examination /Co-curricular Committee	1
(b)	Referee for articles/journal (where the staff is not a member of the editorial board)	1
(c)	Holding a position in professional/ academic association at national/international level	2
(d)	Steering Committee for international / national level conferences	1
(e)	Working Committee for international / national level conferences	0.5
(f)	Mentoring and coaching	1
(g)	Vetter/Moderator	1
5.2	Community Involvement	Point/Appointment
(a)	Committee member at the department/centre/ University level (e.g. IEEP)	0.5
(b)	Member of professional body/association	2
(c)	Committee member of organisation at national level	1
(d)	Involvement in sports at national/international level	1
(e)	Member of advisory board to the Government or main social organisation/ local University/ agency/institution	1
(f)	Involvement in sports at University/state level	1
(g)	Academic forum/panel (on television)	1
(h)	Khutbah text writer (e.g. for JAKIM)	1
(i)	Student body advisor	1
(j)	Committee member of organisation at community level	1
(k)	Others (Please specify)	0.5

## 6. Leadership & Administration

(Please provide particulars of positions held, type of responsibilities, name of events and dates, etc.)

No.	Leadership & Administration	Point
(a)	Top Management (Rector / Deputy Rector)	5 per year
(b)	Dean	4 per year
(c)	Deputy Dean/Director	2 per year
(d)	Principal of Mahallah	2 per year
(e)	Head of Department / Special Officer to the Top Management	2 per year
(f)	Deputy Head/Supervisor/Coordinator/Liaison	1.5 per year
(g)	Academic Advisor/Course Coordinator/ Lab Coordinator	1.5 per year
(h)	Standing Committee (excluding a, b, c & d)	1 per year
(i)	Fellow of Mahallah	1 per year
(j)	Assistant Coordinator	1 per year

## 7. Awards

(Please provide name of award/prize, awarding body and date conferred for contribution to knowledge and society)

7.1	Award/Recognition/Prize	Point
(a)	International (e.g. Geneva Innovation, Al Malik Faisal, IDB prize, UNESCO, etc.)	10
(b)	National (e.g. Tokoh Ma'al Hijrah, etc.)	5
(c)	State	3
(d)	University	2
(e)	Awarded with PhD	3
(f)	Awarded at Kulliyah/Centre level	2
7.2	<b>Critical Factor</b> (No other expert in the field)	10

3. Application to be submitted through the Centre Promotion Committee by using the Application Form for Merit-Based Promotion.
4. Centre Promotion Committee shall forward the applications that fulfilled the criteria to the Secretariat of **Interview Panel Meeting for Promotion of DG Scheme** for further assessment and recommendation.