



IIUM/202/4/1

10<sup>th</sup> July 2023

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

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

*Assalamualaikum wa rahmatullahi wa barakatuh*

**STAFF SERVICE CIRCULAR LETTER NO. 3/2023**

**REVISION THE GRADE REQUIREMENT TO APPLY FOR FELLOW AT MAHALLAH**

**1. OBJECTIVE**

The objective of this circular letter is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the revision the grade requirement to apply for Fellow at Mahallah.

**2. BACKGROUND**

2.1 According to the Guidelines for Principal, Fellow and Resident Fellow Management which was approved by the Staff Service Committee (SSC) Meeting No. 3/2022 dated 5<sup>th</sup> August 2022, the criteria appointment of Fellow are as follows:

- a) **Academician or Administrator** of Grade 29 - 41 and above and has served the University for at least two (2) years **and has been confirmed in service.**
- b) Applicant must be free from any disciplinary record.

2.2 The Office of the Deputy Rector (Student Development and Community Engagement) received a request from Centre for Foundation Studies (CFS), Gambang campus to lower the grade for the post of Fellow due to the increase of students' enrolment and insufficient number of fellows.

2.3 The CFS is currently facing shortage of fellows since 2021 until now. After several advertisements of Fellows, there was no application from the staff grade 29 and above. However, staff under grade N22 have shown interest to apply.



WINNER  
2020 SUSTAINABILITY  
INSTITUTION OF THE YEAR



REGIONAL LEVEL OF EXCELLENCE  
IN EDUCATION FOR  
SUSTAINABLE DEVELOPMENT  
ACKNOWLEDGED BY



- 2.4 The above concerns has been tabled in the Student Affairs Committee (SAC) Meeting No. 3/2022 which was held on 2<sup>nd</sup> December 2022. The Chairman of SAC suggested to lower the requirement in becoming a Fellow at CFS for staff with grade 22 and above, for special cases in case no application from a qualified staff.
- 2.5 Since the insufficient number of fellows also occurred in Gombak campus, the revise on the grade requirement shall be applied to all campuses.

### 3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2023 held on 28<sup>th</sup> March 2023 approved the recommendation of the SAC on the criteria of appointment of fellow from **Grade 22 - 28 for special cases only**, i.e. when there is no application from Grade 29 - 41. The SSC also agreed that the above decision is applicable to all campuses.
- 3.2 The effective date of implementation is **28<sup>th</sup> March 2023**, i.e. the date of SSC meeting No. 1/2023 which endorses the decision.
- 3.3 This circular letter is to be read together with the MSD Service Circular No. 16/2022.

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

Thank you. Wassalam.

*"Leading the Way"*



**FAZIDAH HJ. 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 Adviser

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