



IIUM/202/4/1

10th 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 NO. 10/2023

**REVISION OF THE PAYMENT FOR IIUM ACADEMIC STAFF
WHO ARE TEACHING EXECUTIVE PROGRAMME(S)**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the revision of the payment for IIUM academic staff who are teaching Executive Programme(s).

2. BACKGROUND

2.1 Executive Programme(s) are specialised courses that are designed for working professionals who want to enhance their skills and knowledge in a specific field. These programmes are usually offered by universities and business schools to generate revenue for the institution. At IIUM, we offer various executive programmes in different fields.

2.2 The current policy on payment for academic staff who are teaching Executive Programme (s) is stated in the MSD Service Circular Letter No. 10/2012: -

4. *IIUM academic staff who are assigned to teach the Executive Programme(s) is subject to the policy on extra teaching allowance as currently in force, i.e. the staff needs to fulfill the maximum teaching hours of their substantive post after which the rate of the payment of part time will be applicable.*

2.3 Meanwhile, the Staff Service Committee (SSC) Meeting No. 4/2015 took note of the decision of 413th Senate Meeting held on 24th April 2015 that an academic staff is eligible for Extra Teaching Claim only if his Maximum Teaching Credit Hours is exceeded. A maximum of three (3) extra credit hours can be claimed at a rate of RM100.00 per hour or a maximum of RM4,200.00 per semester per lecturer.



- 2.4 The academic staff who teach these programmes are usually experts in their field and have a niche area of specialisation. They are selected based on their expertise and experience, and their ability to deliver high-quality teaching to the students. As such, there is a need to establish a clear policy to ensure that they are fairly compensated for their work.
- 2.5 The Strategic Business Unit (SBU) requires staff to teach Executive Programme(s) and to ensure its sustainability, the SBU is willing to pay the staff.
- 2.6 All Kulliyahs are expected to generate their own income through Executive Programme(s) and need the University to support the Kulliyahs' initiatives to generate income through its SBUs. This will help the Kulliyahs as well as the University to sustain its establishment and operation.

3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2023 held on 28th March 2023 approved the revision of the payment for IIUM staff who are teaching Executive Programme(s) as follows:-
 - a) Staff including those appointed as Academic Administrator who are assigned to teach the Executive Programme(s) are allowed to be paid directly from the SBU in accordance to the approved rate by the relevant University Authority.
 - b) The maximum credit hours for Extra Teaching Claim is calculated for Kulliyah's courses only.
- 3.2 The respective Kulliyah is to ensure the teaching assignment of Kulliyah's courses be distributed fairly to all staff. Staff must fulfill the amanah/duties as academics at the Kulliyah which includes teaching, supervision, research and publications.
- 3.3 The SSC has also agreed that there should be a mechanism in place to ensure the staff fulfil their amanah/duties including the expected workload for Kulliyah's courses as approved by the 341st Senate. Accordingly, staff need to fill up the 'Approval Form for Teaching Executive programme at SBU' as attached herewith.
- 3.4 The effective date of implementation is from **Semester 2, 2021/2022.**

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 H.J. BAKHTIAR
Executive Director
Management Services Division



WINNER
2020 SUSTAINABILITY
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REGIONAL CENTER OF EXCELLENCE
IN EDUCATION FOR
SUSTAINABLE DEVELOPMENT
ACKNOWLEDGED BY



- 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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INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤَسَّسُ فِي سَنَةِ ١٩٨١ م / ١٤٠٢ هـ

**APPLICATION FOR TEACHING EXECUTIVE PROGRAMME AT
STRATEGIC BUSINESS UNIT**

STAFF INFORMATION	
Name & Staff No	
Age	
Job Title (Professor/ Assoc. Prof./ Asst. Prof./ Others)	
Department	
Kulliyah	
Email Address	
Date of Appointment	
Job Status Permanent/Contract	
Contact No / Extension No. Mobile Phone	
Years with IIUM	
Academic Administrator Post (if any)	
DETAILS OF APPLICATION	
Name of SBU	
Period of Appointment / Semester	
Person to Contact at SBU	
Teaching workload at KCI during the appointment	
Proposed teaching workload at SBU during the appointment	

** Please attached your Teaching Slip at Department as supporting document*

RECOMMENDATION FROM DIRECTOR OF SBU

Comment (if any):

Recommended

Not Recommended

Director of SBU

Date

RECOMMENDATION FROM HEAD OF DEPARTMENT

Comment (if any):

Recommended

Not Recommended

Head of Department

Date

APPROVAL FROM THE DEAN

Comment (if any):

Approved

Not Approved

Dean

Date

Notes: *With the above approval, Kulliyah is to ensure the teaching assignment of Kulliyah's courses be distributed fairly to all staff. Staff must fulfill the amanah/duties as academics at the Kulliyah which includes teaching, supervision, research and publications.*