



IIUM/202/4/1

11<sup>th</sup> September 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. 15/2023**

**REVISED SCHEME OF SERVICE FOR VISITING APPOINTEE  
AND SCHEME OF SERVICE FOR ADJUNCT APPOINTEE**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the revised Scheme of Service for Visiting Appointee and Scheme of Service for Adjunct Appointee.

**2. BACKGROUND**

2.1 The Staff Service Committee (SSC) through its paper by circulation No. 3/2023 dated 2<sup>nd</sup> August 2023 agreed to revise the Scheme of Service for Visiting Appointee and Scheme of Service for Adjunct Appointee based on the following justifications:-

- i) The minimum salary of the relevant grade of academic post has changed based on the MSD Service Circular No. 1/2016 on the adoption of Government Service Circular No. 1/2016 on Rationalisation of Scheme of Service for Federal Public Service Under the Malaysian Remuneration System, thus there is a need to change the honorarium for Visiting Appointee and Adjunct Appointee.
- ii) The revised honorarium for Visiting Appointee is to be based on the current minimum salary of the relevant grade of academic post as follows:

| Category                          | Grade                     |
|-----------------------------------|---------------------------|
| Distinguished Visiting Professor  | Professor VK5             |
| Senior Visiting Professor         | Professor VK6             |
| Visiting Professor                | Professor VK7             |
| Senior Visiting Fellow/Researcher | Associate Professor 53/54 |
| Visiting Fellow/Researcher        | Assistant Professor 51/52 |

- iii) A new category for Adjunct Appointee namely Distinguished Adjunct Professor to cater for the appointment of candidates who have received prestigious recognition at international level.



3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2023 approved the revised Scheme of Service for Visiting Appointee and Scheme of Service for Adjunct Appointee as provided in *Appendix A* and *Appendix B*.
- 3.2 The effective date of the implementation is 7<sup>th</sup> **August 2023**, i.e. the date of Staff Service Committee (SSC) Meeting No. 3/2023 which endorses the decision.
- 3.3 With the implementation of the above revision, the MSD Service Circular No. 2/2019 and any relevant policies and decision related to Visiting Appointee and Adjunct Appointee approved earlier are superseded.

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

- 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

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)**

**SCHEME OF SERVICE FOR VISITING APPOINTEE**

**1. Background**

The rationale of appointing the Visiting Appointee is as follows:

- a) Visiting Appointees are eminent scholars or professionals of International standing whose views and opinions are often being referred to in relation to their respective disciplines.
- b) The University is very selective in the appointment process and in most cases, it is the University that requests their services. They are University guests who should be accorded proper treatment and hospitality. Most of them are indispensable in their own universities.
- c) The services of these Visiting Appointees with the University are for a very specific period of time and normally on a short-term basis and temporary in nature.

**2. Criteria of Appointment**

- a) The age is based on the discretion of the University's authority depending on the medical condition of the candidates.
- b) Eminent scholars or professionals of International standing whose views and opinions are often being referred in relation to their respective disciplines.

**3. Period of Appointment**

To be specified by the University but up to a maximum of six and a half (6 ½) months.

**4. Status of Appointment**

Short-term appointment with specific purpose.

## 5. Remuneration

No salary will be paid, but in lieu of salary, a Visiting Appointee will be paid an honorarium based on category of appointee as follows:

| Category                         | Honorarium          | Subsistence Allowance | Air Tickets    | Accommodation / Lodging   | Transportation   |
|----------------------------------|---------------------|-----------------------|----------------|---|--|
| Distinguished Visiting Professor | RM9,000 / per month | RM150.00 / per day    | Business Class | Actual cost of Standard Suite rate or Lodging allowance accordance to the University's policy enforced from time to time. | Pool University's transportation or mileage claim in accordance to the University's policy enforced from time to time. |
| Senior Visiting Professor        | RM8,000 / per month | RM125.00 / per day    | Business Class | Actual cost of Double-Room rate or Lodging allowance accordance to the University's policy enforced from time to time.    |  |
| Visiting Professor               | RM7,000 / per month | RM100.00 / per day    | Business Class | Actual cost of Standard-Room rate or Lodging allowance accordance to the University's policy enforced from time to time.  |  |
| Visiting Senior Fellow           | RM6,000 / per month | RM100.00 / per day    | Business Class |   |  |
| Visiting Fellow                  | RM5,000 / per month | RM100.00 / per day    | Economy Class  |   |  |

## 6. Facilities

### a) Passage

The University will pay the cost of business class return air passage from the airport nearest to the place of the Visiting Appointee's residence to Kuala Lumpur. The Rector has the discretion to decide whether to extend the passage facility to the spouse.

### b) Medical Benefits

The University will pay all charges incurred by the Visiting Appointee for normal consultation and medicine by any member of the University's approval panel of practitioners. In the event the Visiting Appointee is admitted to a Government Hospital on the advice of a member of the panel, the University will also pay the hospital charges to the extent that these are paid by the University in respect of its regular staff members. Visiting Appointee shall be governed with insurance to assure provision of financial backing should any accident occur to them.

**7. Duties**

To be specified by the Kulliyah.

**8. Procedure of Appointment**

Any application must be done through the form of “Visiting Appointee/Adjunct Appointee Application Form”. The candidate shall get the recommendation from his/her home university/agency as well as the Kulliyah of the host university (IIUM) and the approval from the Deputy Rector (Academic & Internationalisation) and the Rector.

*Staff Service Committee  
No. 2/2023 @ 13.06.2023*

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)**  
**SCHEME OF SERVICE FOR ADJUNCT APPOINTEE**

**1. Definition and Category of Appointment**

- 1.1 An Adjunct Appointee is a non-academic who has contributed to the development of academic based on his/her field of knowledge.
- 1.2 The category of appointment for Adjunct Appointee are as follows:
  - a) Distinguished Adjunct Professor
  - b) Adjunct Professor
  - c) Adjunct Fellow
- 1.3 The nomenclature used either Professor or Fellow is based on the facts that not all appointments have been given to those who have 'Professor' title but may also be given to other subject-matter experts or practitioners which may be evidenced by an outstanding contribution to the profession, recognised for a distinguished leadership within their profession and holds a senior influential position at national and international level.

**2. Background**

The rationale of establishing the scheme of service for Adjunct Appointee is as follows:

- a) Interaction of professionals on a continuous basis with staff and students of the Kulliyah.
- b) Participation of these professionals, as prospective employers, in the teaching and curriculum development, thus providing them with first-hand knowledge of the quality, capability and achievement of our graduates which will enhance the image of the Kulliyah.
- c) With direct access and the involvement of these professionals, placement for practical training both for staff and students will be facilitated as they have influence and contacts in the private sector. Research projects could also be developed through their good offices in various areas of specialization.



### 3. Criteria and Category of Appointment

3.1 The candidate should fulfill the following criteria:

- a) Age is based on the discretion of the University's authority depending on the medical condition of the candidates.
- b) Possess the relevant professional qualification or hold senior managerial position or having special expertise.

3.2 The category of appointment shall be determined by the University based on prestigious recognitions at national level (e.g. Adjunct Malaysian National Laureate) and/or international level.

### 4. Period of Appointment

A duration of one (1) to two (2) years, but not less than one (1) semester.

### 5. Status of Appointment

Renewable by mutual agreement of not less than one (1) semester.

### 6. Remuneration

| Category   | Honorarium                    |
|--|-------------------------------|
| Distinguished Adjunct Professor<br>(prestigious recognition at international level<br>/internationally renowned) | USD2,500 – USD5,000 per month |
| Adjunct Professor<br>(prestigious recognition at national level e.g.<br>Adjunct Malaysian National Laurette)     | RM2,500 – RM5,000 per month   |
| Adjunct Professor  | RM1,000 per month             |
| Adjunct Fellow   | RM1,000 per month             |

*Note:* The University may appoint an Adjunct Appointee on pro-bono based on mutual agreement.

### 7. Facilities

Adjunct Appointee is entitled to claim fee of RM100.00 per hour and other claims like mileage, preparation or examination question, marking examination script, preparation of seminar papers and consultancy fee for research project. Besides, they will be allowed to utilize all the facilities that are accorded to the normal staff.

## **8. Duties**

Adjunct Appointee is to undertake one or a combination of the following:

- a) Research collaboration (data, finding);
- b) Staff/ student lecture / seminar / consultation;
- c) Curricula development;
- d) Practical training;
- e) Advising on thesis / project paper / cases;
- f) Project-based contract as consultant;
- g) Undertaking teaching load in the programme and tutorial;
- h) Preparation and marking examination questions and assignments (where necessary); and
- i) All other activities necessary for the conduct of a course assigned by the Kulliyyah.

## **9. Procedure of Appointment**

Any application must be done through the form of “Visiting Appointee/Adjunct Appointee Application Form”. The candidate shall get the recommendation from his/her home university/agency as well as the Kulliyyah of the host university (IIUM) and the approval from the Deputy Rector (Academic & Internationalisation) and the Rector.

*Staff Service Committee*  
*No. 3/2023 @ 07.08.2023*