



IIUM/202/4/1

20th February 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. 8/2023

**EXCELLENT PERFORMANCE CRITERIA FOR MERIT-BASED PROMOTION
OF ALL SCHEMES OF SERVICE FOR ADMINISTRATIVE AND TECHNICAL STAFF**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the excellent performance criteria for merit-based promotion of all schemes of service for Administrative and Technical staff.

2. BACKGROUND

2.1 The current criteria for merit-based promotion for all schemes of service for Administrative and Technical Staff are as follows:-

- a) Confirmed in service;
- b) Achieved the stipulated level of excellence in service (i.e. achieved minimum 85% in APAR for 3 consecutive years);
- c) Completed Asset Declaration (Form B);
- d) Achieved the stipulated points for Continuous Talent Development (CTD); and
- e) Recommended by Head of Department

2.2 The Staff Service Committee Meeting No. 1/2021 held on 12th January 2021 had revised the criteria for merit-based promotion of Administrative and Technical (Professional and Management) group based on excellent performance, i.e. 95% of Annual Performance Appraisal Report (APAR) of at least one (1) year to three (3) years on current grade for application of promotion to Grade 54 and above.

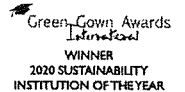
2.3 The criteria of excellent performance is also applicable to all schemes of service for Administrative and Technical staff on Professional and Management group to Grade 54 and above, **subject to the availability of the post.**



- 2.4 The excellent performance criteria for merit-based promotion for Professional and Management group to Grade 54 and above took effect from 1st January 2021. Based on the excellent performance criteria, the University managed to fill up the relevant available post to continue in executing the important administrative function within two (2) years.
- 2.5 Candidates who are put for observation purposes to oversee his/her ability in performing the task on the promotion grade, will be put on acting assignment in accordance to the acting policy currently in force. The substantive promotion will only be processed once the candidate has fulfilled the expectation set by the University.
- 2.6 In the current years, the University also experienced certain available post on Grade 52 without incumbent because there is no eligible staff to apply for promotion, i.e. minimum APAR for three (3) consecutive years.
- 2.7 Accordingly, the University proposed to extend the excellent performance criteria for merit-based promotion of Administrative and Technical to all schemes of service based on the following justifications:-
- To enable excellent staff to be promoted based on merit at least within one (1) to two (2) years from the date of the last promotion;
 - To ensure the continuity of the senior administrators and technical positions upon the vacancy of the promotion post by providing sufficient number of incumbent;
 - To ensure the operation of the department and the University is not affected;
 - To provide equal opportunities to all categories of staff and to promote healthy competition; and
 - To stimulate the staff to perform their duties better and orderly in ensuring that related tasks are carried out according to the specifications that have been set.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 4/2022 held on 22nd December 2022 approved as follows:
- The excellent performance criteria for merit-based promotion of Administrative and Technical on Professional & Management Group and Operational Group of all schemes of service as follows:-
 - Confirmed in service;
 - Achieved the stipulated level of excellence in service, i.e. achieved minimum **85% of APAR for 3 consecutive years on current grade;**
OR
 - Achieved the stipulated level of excellent performance, i.e. **90% of APAR of at least one (1) year on current grade** based on strong evidence on excellent performance recommended by immediate supervisor;
 - Completed Asset Declaration (Form B);
 - Achieved the stipulated points for Continuous Talent Development (CTD); and
 - Recommended by the Head of Department
 - The relevant excellent criteria such as attitude, independence, teamwork, dedication, confidence, reliability, leadership, interpersonal / communication skills, self-awareness, critical thinking, integrity and competency are to be taken into consideration in the promotion process.



- 3.2 The effective date of implementation is **20th February 2023**, i.e. the date of this circular.
- 3.3 With the issuance of this circular, the MSD Service Circular No. 3/2021 on the Revised criteria for merit-based promotion for Administrative and Technical on Professional and Management group to Grade 54 and above is 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

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