



IIUM/202/4/1

20<sup>th</sup> 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 LETTER NO. 2/2023**

**EXPECTED ACHIEVEMENT FOR ACADEMIC PROMOTION CRITERIA  
FOR FAST TRACK (GRADE 51/52 TO GRADE VK7) AND SPECIAL EMPLACEMENT  
TO GRADE VK6 AND VK5**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the expected achievement for academic promotion criteria for:-

- i) Fast Track (Grade 51/52 to Grade VK7).
- ii) Special Emplacement to Grade VK6 and VK5.

**2. BACKGROUND**

2.1 The Pre-Prima Facie Interview Panel for Promotion of Academic Staff (Pre-IPPAS) Meeting No. 2/2022 – Revision of Promotion Criteria which was held on 26<sup>th</sup> April 2022 has deliberated and decided for the proposal on the expected achievement for fast track (Grade 51/52 to VK7) and special emplacement to Grade VK6 / VK5 to be presented in the Deans' Council Meeting (DCM) for the members' input and comments.

2.2 The said proposal was presented and deliberated in the DCM No. 6/2022 held on 3<sup>rd</sup> June 2022. The DCM agreed for the proposal to be improved based on the members' feedback and to be submitted for approval of the University authority.

2.3 On 9<sup>th</sup> June 2022, the Secretariat had requested all Kulliyahs/Institutes/Centre to submit the proposed expected achievement for both fast track and special emplacement promotion to the Secretariat of Pre-IPPAS. As of August 2022, seven (7) Kulliyah/Institute have submitted the proposed expected achievement as follows:

- Kulliyah of Allied Health Sciences;
- Kulliyah of Information Communication and Technology;
- International Institute for Halal Research and Training;
- Kulliyah of Nursing;
- Kulliyah of Science;
- Kulliyah of Engineering; and
- Kulliyah of Pharmacy



2.4 The proposed expected achievement for fast track and special emplacement by the Kulliyahs were discussed in the Pre-IPPAS No. 4/2022 – Revision of Promotion Criteria and Pre-IPPAS No. 5/2022 which were held on 13<sup>th</sup> September 2022 and 29<sup>th</sup> September 2022 respectively. The composition of Pre-IPPAS is as follows:-

- a) Deputy Rector in charge of academic affair as Chairman;
- b) 4 independent Professors (not holding any administrative position) from 4 categories:
  - Arts and Social Science
  - Technology
  - Clinical
  - Science
- c) Executive Director of MSD; and
- d) Director of MSD as Secretary.
- e) A representative of Academic Staff Association (ASA) (for Pre-IPPAS meeting on revision of promotion criteria only).

2.5 The matter was discussed in the DCM No. 11/2022 which was held on 11<sup>th</sup> November 2022 for recommendation by the DCM. The DCM has agreed to recommend the proposal with minor amendment on the number of completed student supervision for Science and Technology (S&T) area under Medicine and Dentistry, and for external PhD assessment, only students outside IIUM should be considered.

### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 4/2022 held on 22<sup>nd</sup> December 2022 approved the expected achievement for fast track promotion from Grade 51/52 to Grade VK7 and the expected achievement for special emplacement from Grade VK7 to Grade VK6 and from Grade VK6 to Grade VK5. Details are provided in *Appendix A*.

3.2 The approved criteria are merely as guidelines and the Kulliyah has the prerogative to revise the criteria to suit their needs/standards from time to time.

3.3 The effective date of implementation is **1st April 2023**.

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"*

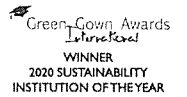


**FAZIDAH HJ BAKHTIAR**  
Executive Director  
Management Services Division



- 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

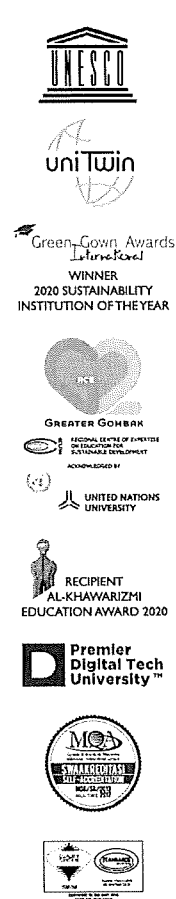
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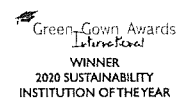
**Expected Achievement for Fast Track Promotion from Grade 51/52 to Grade VK7**

The expected achievement for fast track promotion from Grade 51/52 to Grade VK7 are as follows:

No.	Indicators	FAST TRACK (GRADE 51/52 TO GRADE VK7)	
		Social Science	S&T
	<i>Notes</i>	a) <i>The following listed Expected Achievement serves as guidelines for consideration by the Kulliyyah Promotion Committee (KPC);</i> b) <i>KPC has the prerogative to decide on the relevant quantifying criteria;</i> c) <i>KPC may invite and recommend candidates for deliberation for fast track application.</i>	
1	<b>General Criteria</b>	Outstanding, exceptional, renowned and prestigious academic achievements at national and international level.	
2	<b>Completed Research Grant as Principal Investigators (PI)</b>	Completed RM140K as PI which include at least RM30K of International Grants as PI	Completed RM200K as PI which include at least RM50K of International Grants as PI  For <b>Medicine and Dentistry</b> ; Completed RM200K which include at least RM50K of International Grants as PI <b>OR</b> accumulative of RM400K including on-going research as co-researcher (at least 1 project as PI with RM100K of International Grants)
3	<b>Publication as Main Author or Corresponding Author</b>	10 Indexed as Main / Corresponding Author	10 Indexed as Main / Corresponding Author
4	<b>Completed Student Supervision as Main Supervisor</b>	a) 2 PhD; b) 2 Master; <b>AND</b> c) Assessing 2 External PhD students outside University	a) 2 PhD; b) Master; <b>AND</b> c) Assessing 2 External PhD students outside University  <b>OR</b> 4 Master Clinical for <b>Medicine and Dentistry</b>



No.	Indicators	FAST TRACK (GRADE 51/52 TO GRADE VK7)	
		Social Science	S&T
5	Academic Book Published	1 book published in the areas of expertise by recognised or established publisher (such as Springer)	1 book published in the areas of expertise by recognised or established publisher (such as Springer)
6	International and National Recognition	<p>a) 3 Invited Keynote/Plenary speakers, <i>AND</i></p> <p>b) Appointed as committee member at International level in the area of expertise,</p> <p><i>OR</i></p> <p>As an External Assessor for academic programme internationally, <i>AND</i></p> <p>c) Appointed as committee at National Level in the area of expertise</p>	<p>a) 3 Invited Keynote/Plenary speakers, <i>AND</i></p> <p>b) Appointed as committee member at International level in the area of expertise,</p> <p><i>OR</i></p> <p>As an External Assessor for academic programme internationally, <i>AND</i></p> <p>c) Appointed as committee at National Level in the area of expertise</p>
7	Impactful Community Engagement / Service / Transformative Contribution	<p>a) At least 3 contributions as Programme Leader / Pioneer and to be verified by the Kulliyah</p> <p>b) Visibly demonstrate the leadership quality in leading organization at Kulliyah / University / National / International level.</p> <p>c) Work beyond the normal workload / duties which promote volunteerism (waqf time)</p> <p>d) Show proactiveness</p>	<p>a) At least 3 contributions as Programme Leader/Pioneer and to be verified by the Kulliyah</p> <p>b) Visibly demonstrate the leadership quality in leading organization at Kulliyah / University / National / International level.</p> <p>c) Work beyond the normal workload / duties which promote volunteerism (waqf time)</p> <p>d) Show proactiveness</p>



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NATIONAL CENTRE OF EXCELLENCE  
IN EDUCATION FOR  
TECHNOLOGY DEVELOPMENT



UNITED NATIONS  
UNIVERSITY



PREMIER  
DIGITAL TECH  
UNIVERSITY™



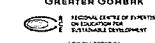
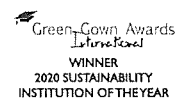
MOB  
SUSTAINABILITY  
INSTITUTION OF THE YEAR



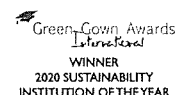
**Expected Achievement for Special Emplacement  
from Grade VK7 to Grade VK6 and from Grade VK6 to Grade VK5**

The expected achievement for special emplacement from Grade VK7 to Grade VK6 and from Grade VK6 to Grade VK5 are as follows:

No.	Indicators	PROFESSOR VK6 / VK5	
		Social Science	S&T
	<i>Notes</i>	<p>a) <i>The following listed Expected Achievement serves as guidelines for consideration by the Kulliyah Promotion Committee (KPC);</i></p> <p>b) <i>KPC has the prerogative to decide on the relevant quantifying criteria;</i></p> <p>c) <i>Only candidate that has demonstrated as exemplary scholar and academic leader shall be considered for emplacement for VK6 / VK5.</i></p>	
1	<b>General Criteria</b>	Visibly demonstrate the leadership quality in leading organization at Kulliyah / University / National / International level.	
2	<b>Completed Research Grant as Principal Investigators (PI)</b>	Completed RM300K as PI which include at least RM50K of International Grant as PI <b>AND</b> accumulative of RM500K including on-going research as co-researcher	Completed RM500K as PI which include at least RM100K of International Grant as PI <b>AND</b> accumulative of RM700K including on-going research as co-researcher.  For <b>Medicine and Dentistry</b> ; Completed RM500K as PI <b>OR</b> accumulative of RM700K including on-going research as co-researcher (at least 1 project as PI with RM100K of International Grants)
3	<b>Publication as Main Author or Corresponding Author</b>	<p>a) 10 Indexed as Main / Corresponding Author; <b>AND</b></p> <p>b) At least 10 Non-Indexed as Main / Corresponding Author</p>	<p>a) 10 Indexed as Main / Corresponding Author; <b>AND</b></p> <p>b) At least 10 Non-Indexed as Main / Corresponding Author</p>



No.	Indicators	PROFESSOR VK6 / VK5	
		Social Science	S&T
4	Completed Student Supervision as Main Supervisor	a) 5 PhD; <b>AND</b> b) Assessing 5 External PhD students outside University  (For department/ kulliyah with no Postgraduate Programme – 2 Master as Main / 2 PhD as co-SV from other department / kulliyah may be considered)	a) 5 PhD; <b>AND</b> b) Assessing 5 External PhD students outside University  (For department/ kulliyah with no Postgraduate Programme – 2 Master as Main / 2 PhD / Master Clinical as co-SV from other department / kulliyah may be considered)
5	Academic Book Published	2 Books as Main Author	2 Books as Main Author
6	International and National Recognition	a) 5 Invited Keynote Speakers, <b>AND</b> b) Leading 1 International research / consultancy project, <b>AND</b> c) Appointed as committee at National level in the area of expertise.	a) 5 Invited Keynote Speakers, <b>AND</b> b) Leading 1 International research / consultancy project, <b>AND</b> c) Appointed as committee at National level in the area of expertise.
7	Impactful Community Engagement / Service / Transformative Contribution	a) At least 2 contributions as Programme Leader/Pioneer and to be verified by the Kulliyah; b) Successfully realised the IIUM Vision and Mission; <b>AND</b> c) Have mentored junior staff.	a) At least 2 contributions as Programme Leader/Pioneer and to be verified by the Kulliyah; b) Successfully realised the IIUM Vision and Mission; <b>AND</b> c) Have mentored junior staff.



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