



IIUM/202/4/1

21<sup>st</sup> October 2024

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

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

*Assalamualaikum Warahmatullahi Wabarakatuh*

**STAFF SERVICE CIRCULAR NO. 13/2024**

**REVISED CRITERIA FOR TIME-BASED PROMOTION OF  
MEDICAL/DENTAL/PHARMACY LECTURER (GRADE DU/DUG/DUF)  
TO HIGHER GRADES**

**1. OBJECTIVE**

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the revised criteria for time-based promotion of Medical/Dental/Pharmacy Lecturer (Grade DU/DUG/DUF) to higher grades.

**2. BACKGROUND**

2.1 The University through various Staff Service Committee (SSC) meetings had enhanced the time-based promotion for Medical Officer/Lecturer, Dental Officer/Lecturer and Pharmacist/Pharmacy Lecturer based on the Ministry of Health (MOH)'s career path. The duration of service required for time-based promotion to higher grades considers only the length of service at IIUM and relevant experience at MOH. While relevant experience in private sectors would be considered on case-by-case basis.

2.2 The current time-based promotion criteria of Medical/Dental Lecturer to Grade 56 are as stated in the MSD Service Circular No. 10/2021.



- 2.3 Under the Rationalisation of Scheme of Service, the post of Associate Professor previously was tied with the salary Grade 53/54. However, with the adoption of the Government Service Circular No. 13 Year 2016 on the Revision of Scheme of Service of Medical Lecturer and Dental Lecturer, some changes were introduced whereby Grade 53/54 could be applicable for both Assistant Professor and Associate Professor. The improvement of new adoption is to create a distinction at Grade 56 based on either time-based promotion or merit, emphasising service length as a determinant for progression. Nevertheless, the promotion criteria for merit based to Associate Professor were not affected.
- 2.4 Despite this improvement, the current implementation of time-based promotion to Grade 56 was perceived as misleading, leading to a reduction in applications from Medical and Dental Lecturers for promotion to the post of Associate Professor as they need to accumulate five (5) years as an Associate Professor to be eligible for promotion to Grade 56.
- 2.5 The reduction will contribute significantly to the overall ratio of staff as Associate Professors if those Assistant Professor on Grade DU/53/54 and DUG53/54 applying for merit based promotion to Associate Professor.

### 3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11<sup>th</sup> June 2024 decided as follows:-
- i) Approved the revised criteria for time-based promotion of Medical/Dental Lecturer; for those promoted to Associate Professor, the duration of service as an Assistant Professor would be counted as part of the required duration for time-based promotion to Grade 56, based on the following justifications :-
    - a) Recognising and retaining experienced experts by acknowledging their efforts in seeking merit-based promotion to the post of Associate Professor.
    - b) Ensuring that the contributions and tenure as Assistant Professors are appropriately valued during the promotion process.
    - c) Providing an opportunity for encouragement to the time taken for promotion to Grade 56 within less than 10 years to those reaching compulsory retirement age.
- 3.2 The effective date of implementation is **11<sup>th</sup> June 2024**, i.e. the date of SSC Meeting No. 3/2024 which endorsed the decision.



3.3 The revised criteria for time-based promotion of Medical/Dental/Pharmacy Lecturer (Grade DU/DUG/DUF) to higher grades based on the Career Path at the Ministry of Health (MOH) Malaysia is provided in *Appendix A*.

3.4 With the issuance of this circular, the MSD Service Circular No. 10/2021 on the Inclusion of Specialist Experience at the Ministry of Health (MOH) as Part of Criteria for Time-based Promotion of Medical / Dental Lecturers to Higher Grades is superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam*.

**"LEADING THE WAY"**

  
**ZURAIIDA HASSAN**  
Executive Director  
Management Services Division  
International Islamic University Malaysia

- 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)
  - : Campus Director, IIUM Kuantan Campus
  - : Legal Adviser

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APPENDIX A

REVISED CRITERIA FOR TIME-BASED PROMOTION FOR  
MEDICAL/DENTAL/PHARMACY LECTURER (GRADE DU/DUG/DUF) TO HIGHER GRADES  
BASED ON THE CAREER PATH AT THE MINISTRY OF HEALTH (MOH) MALAYSIA

No.	Current post & Grade	Time-based promotion post & Grade	Criteria
1.	Medical / Dental Lecturer <b>Grade DU / DUG 53/54 (PTH)</b>	Medical / Dental Lecturer <b>Grade DU / DUG 56 (PTH)</b>	<ul style="list-style-type: none"> <li>i) <b>Assistant Professor</b> with Specialist qualification who have been <b>gazetted as Specialist;</b></li> <li>ii) Paid with the Specialist Incentive Allowance;</li> <li>iii) Confirmed in service for those on Grade DU/DUG53;</li> <li>iv) Has served five (5) years as an Assistant Professor on Grade DU/DUG53/54 at IIUM or as Medical / Dental Officer (Specialist) on Grade UD/UG 53/54 at IIUM or MOH;</li> <li>v) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years; and</li> <li>vi) Recommended by the Head of Department.</li> </ul>
2.	Medical / Dental Lecturer <b>Grade DU / DUG 53/54</b>	Medical / Dental Lecturer <b>Grade DU / DUG 56 (PTH)</b>	<ul style="list-style-type: none"> <li>i) <b>Associate Professor</b> with Specialist qualification who have been <b>gazetted as Specialist;</b></li> <li>ii) Paid with the Specialist Incentive Allowance;</li> <li>iii) Confirmed in service for those on Grade DU/DUG53;</li> <li>iv) Has served five (5) years as Associate Professor on Grade DU/DUG53/54 <b>including the period of service</b> as Assistant Professor on Grade DU/DUG53/54 at IIUM;</li> <li>v) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years; and</li> <li>vi) Recommended by the Head of Department.</li> </ul>



No.	Current post & Grade	Time-based promotion post & Grade	Criteria
3	Medical / Dental Lecturers <b>Grade DU / DUG 55 / 56 (PTH)</b>	Medical / Dental Lecturers <b>Grade VK7 (PTH)</b>	<ul style="list-style-type: none"> <li>i) <b>Associate Professor</b> with Ph.D./Professional specialist qualification;</li> <li>ii) Confirmed in service for those on Grade DU/DUG 55;</li> <li>iii) Has been serving five (5) years as an Assoc. Professor on Grade DU/DUG 55/56;</li> <li>iv) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years;</li> <li>v) Recommended by the Specialist Assessment Committee (SAC).</li> </ul>
4	Pharmacy Lecturer <b>Grade DUF 53 / 54</b>	Pharmacy Lecturer <b>Grade VK7 (PTH)</b>	<ul style="list-style-type: none"> <li>i) <b>Associate Professor</b> with Ph.D./Professional qualification;</li> <li>ii) Confirmed in service for those on Grade DUF 53;</li> <li>iii) Has been serving ten (10) years as an Assoc. Professor on Grade DUF 53/54;</li> <li>iv) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years;</li> <li>v) Fully registered with the Malaysian Board of Pharmacy; and</li> <li>vi) Recommended by the Specialist Assessment Committee (SAC).</li> </ul> <p>Achieved the upskilling criteria as the additional conditions upon reaching the 5<sup>th</sup> and 10<sup>th</sup> years of service. The fulfilment of upskilling criteria need to be deliberated by the SAC together with other stipulated criteria as above.</p> <p><i>Note: Effective date is 14th September 2020, i.e. date of SSC Meeting No. 4/2020</i></p>



Staff Service Committee  
Management Services Division  
11.06.2024

