



IIUM/202/4/1

21st 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. 16/2024

**REVISED RATE OF MILEAGE CLAIM
FOR PART-TIME TEACHING STAFF (NON-IIUM STAFF)**

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to revised rate of Mileage Claim for Part-Time Teaching Staff (Non-IIUM Staff).

2. BACKGROUND

- 2.1 Prior to the introduction of Extra Teaching in the 413th Senate Meeting held on 24th April 2015, part-time teaching staff are defined as IIUM staff appointed to teach academic programme on part-time basis, assisting other Kulliyahs that are facing staff shortages to ensure uninterrupted teaching and learning.
- 2.2 The University has approved various policies related to part-time teaching staff/part-time lecturers as stipulated in the following circulars:-

| No. | Circular No. | Description | Remarks |
|-----|---------------------------------|---|---|
| 1. | FD No. 3/2001 | Mileage allowance claim for part-time teaching staff | Adoption of Treasury Circular No. 2/1992 for IIUM staff. |
| 2. | MSD Service Circular No. 6/2005 | Revision of the maximum payment of monthly part-time allowance for part-time teaching staff members | Extended to part-time teaching staff at other department in the University. The revision was made to cater issue of CELPAD/Matriculation Centre in hiring English Teacher. |



| No. | Circular No. | Description | Remarks |
|-----|---|--|--|
| 3. | MSD Service Circular No. 8/2006 | Adoption of Government Treasury Circular No. 2 Year 2005 on the revision of honorarium to part time lecturers/speakers/facilitators of government officials. | Applicable to IIUM staff appointed as Lecturers / Speakers / Facilitators for training programme. |
| 4. | MSD Service Circular No. 6/2008 | The revised rate of payment for part-time lecturer having Bachelor Degree with Membership of Professional Bodies | To attract professionals as part-time lecturers who have vast experience in the fields but do not possess Master qualification. |
| 5. | MSD Service Circular No. 3/2009 | Revision of the rate of payment for part-time lecturer | Rate determined based on nature of task and academic qualification |
| 6. | MSD Service Circular Letter No. 10/2012 | Rate of payment for part-time lecturer teaching Executive Programmes(s) | Refers to IIUM staff at KENMS and AIKOL to teach at IIBF, subject to staff reached the maximum teaching hours of their substantive post. |
| 7. | MSD Service Circular No. 11/2015 | Revision of the rate of part-time teaching allowance for part-time teaching staff on Grade DU/DUG/DUF | Specific rate for Medical/Dental/Pharmacy teaching staff. Applicable to non-IIUM staff teaching at KOM/KOD/KOP. |
| 8. | MSD Service Circular No. 10/2023 | Revision of the payment for IIUM academic staff who are teaching Executive Programmes(s) | Policy on Extra Teaching Claim applicable for teaching Kulliyah's courses. |

2.3 Among these circulars, only MSD Service Circular No. 6/2005 addresses mileage claims, specifically catering to English Teacher/CELPAD at Kuala Kubu Bharu.

2.4 The MSD Service Circular No. 6/2005 refers to the Finance Division Circular No. 3/2001 on the mileage allowance claim for part-time teaching staff, as follows:-

- Part-time teaching staff can claim only the cheaper rate of mileage and airfare;
- The minimum claimable distance is fifteen (15) kilometres from the place of residence; and
- Other rates for part time teaching staff remain unchanged.

The Finance Division Circular No. 3/2001 is an adoption of the Treasury Circular No. 2/1992 on mileage rates and applicable to the existing staff of the University. There was no clause regarding maximum mileage claim stated.



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- 2.5 Currently, IIUM academic staff engaged in part-time teaching are subject to the policies on Extra Teaching Claim. Academic staff are eligible for Extra Teaching Claim only if their Maximum Teaching Credit Hours as determined in the 413th Senate Meeting held on 24th April 2015, are exceeded, as provided below:-

| Position | Required Teaching Hours | Maximum Teaching Hours |
|---------------------|-------------------------|------------------------|
| Dean | 3 | 6 |
| Director | 3 - 6 | 6 |
| Deputy Dean | 6 | 6 |
| Head of Department | 6 - 9 | 9 |
| Professor | 9 - 12 | 12 |
| Associate Professor | 12 | 12 |
| Assistant Professor | 12 | 12 |

Only 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.

- 2.6 The policy of part-time teaching staff was not revisited when the University introduced the Extra Teaching Claim for IIUM staff. As such, the part-time teaching is applicable to non-IIUM staff appointed externally.
- 2.7 The above has resulted in inconsistent implementation among Kulliyahs with various rates of payment, with some making payment, while others do not.
- 2.8 Moreover, the financial implications have increased, especially in terms of traveling claims for part-time lecturers of Kulliyah of Sustainable Tourism and Contemporary Languages (KSTCL), where most lecturers are located outside Pagoh Campus.
- 2.9 A survey of other Public Higher Learning Institutions reveals various implementations for part-time teaching staff appointments, and the part-time teaching staff are meant for external appointment of part-time teaching.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 held on 11th June 2024 approved as follows:-
- The mileage claims allowed for part-time teaching staff (non-IIUM staff) who are appointed at KCDIOM, be capped to a maximum of 200km per round trip only at the rate of RM0.50/km, with reimbursement of toll expenses.
 - The date of implementation is to take effect from new **Semester III 2023/2024**.



3.2 For the purpose of clarity, IIUM academic staff engaged in part-time teaching are subject to the current policy on Extra Teaching Claim and the mileage rate claim is in accordance to the rate currently in force.

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.*

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ZURAIDA 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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