



IIUM/202/4/1

18<sup>th</sup> December 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. 25/2024**

**REVISED TIME-BASED AND MERIT-BASED PROMOTION CRITERIA  
FOR DG SCHEME OF SERVICE**

**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 Time-Based and Merit-Based Promotion Criteria for DG Scheme of Service.

**2. BACKGROUND**

- 2.1 The current criteria for Time-Based and Merit-Based Promotion for DG Scheme of Service is stated in the MSD Service Circular No. 9/2022. In addition to the general and specific criteria, staff must fulfil the criteria of Excellent Performance based on the stipulated assessment and weightage.
- 2.2 The assessment of achievement of Excellent Performance shall be counted from the date of the present appointment or after the last promotion, whichever is applicable. As such, the achievements during the duration of the present appointment shall include the duration of counted service, i.e., Study Leave, Maternity Leave and full pay leave.



2.3 The Interview Panel for the Promotion of DG Teacher/Lecturer (IPPDG) Meeting No. 2/2024 held on 21<sup>st</sup> May 2024, upon assessing the candidates' Excellent Performance, recommended that the criteria be revised to exclude the duration of service during Study Leave as it is considered periods when staff are not fully serving the University. The IPPDG held the opinion that achievements, particularly in research and publications by staff on Study Leave, are expected and therefore should not be counted, as compared to those staff who are fully serving the University and are engaged in the required teaching and learning activities.

2.4 The IPPDG Meeting No. 3/2024 held on 31<sup>st</sup> July 2024, observed that staff on Maternity Leave were affected in their Annual Performance Appraisal Report (APAR) under the teaching section, leading to lower APAR marks. The IPPDG proposed that, for promotion purposes, the APAR from the year before Maternity Leave should be considered to complete the three (3) year average calculation for the APAR.

2.5 Based on the above recommendation from IPPDG, the criteria on Time-Based Promotion and Merit-based Promotion is proposed to be revised accordingly.

### 3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 4/2024 held on 10<sup>th</sup> September 2024 decided as follows:-

- i) Approved the revised Time-Based Promotion Criteria for DG Scheme of Service and Merit-based Promotion Criteria for DG Scheme of Service as provided in **Appendix A** and **Appendix B** respectively. The revision includes the following:
  - a) The duration of counted service for Time-Based promotion to Grade 54 (applicable to CFS Teacher/Lecturer only) and Merit-Based promotion to Grade 44/48/52/54 refers to the period during which staff are fully serving the University. The period when staff are on Study Leave, Sabbatical Leave and Research Leave will be excluded.
  - b) The APAR from the year before Maternity Leave should be considered to complete the three (3) year average calculation for the APAR.




- 3.2 The effective date of implementation on the revised Time-Based Promotion Criteria for DG Scheme of Service and Merit-based Promotion Criteria for DG Scheme of Service is 10<sup>th</sup> September 2024, i.e. the date of SSC Meeting No. 4/2024 which endorsed the decision.
- 3.3 With the issuance of this circular, the MSD Service Circular No. 9/2022 is superseded.

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

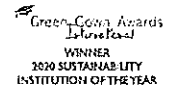
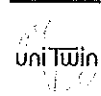
Thank you. *Wassalam.*

"LEADING THE WAY"

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

c.c. : Rector  
: Deputy Rector (Academic and Internationalisation)  
: Deputy Rector (Research, Innovation and Development)  
: Deputy Rector (Student Development and Community Engagement)  
: Executive Director (Finance Division)  
: Campus Director, IUM Kuantan Campus  
: Legal Adviser

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## APPENDIX A

### TIME-BASED PROMOTION CRITERIA FOR DG SCHEME OF SERVICE

#### Purpose

This policy governs the Time-Based Promotion (TBP) of academic staff on DG Scheme of Service for the purpose of career advancement in the University.

#### Scope of Policy

This policy applies to all academic staff of IIUM on DG Scheme below 60 years old.

#### Approving Authority

The process of TBP shall be empowered at the Centre Promotion Committee according to the criteria enforce and to notify Staff Service Committee for further endorsement.

#### Policy

The Time-based promotion of academic staff on DG Scheme of Service on personal-to-holder (PTH) basis.

1. Eligibility:
  - i) The duration of counted service for Time-Based promotion refers to the period during which staff are fully serving the University.
  - ii) Fulfilled the duration of service (Half-pay leave and unpaid leave will be excluded) as follows:
    - a) Grade 41 to 44 – 8 years
    - b) Grade 44 to 48 – 8 years
    - c) Grade 48 to 52 – 6 years
  - iii) Fulfilled the duration of service (Study Leave, Sabbatical Leave, Research Leave, half-pay leave and unpaid leave will be excluded) as follows:
    - a) Grade 52 to 54 – 3 years
2. Fulfilled the criteria and excellence performance as follows:

Promotion Grade	Criteria	Excellence Performance
Grade 44/48/52	<b>General Criteria</b> <ol style="list-style-type: none"><li>a) Confirmed in service;</li><li>b) Has made Asset Declaration; and</li><li>c) Recommendation by the Head of Department/Dean.</li></ol>	NIL

Promotion Grade	Criteria	Excellence Performance
	<b>Specific Criteria</b>  a) <b>APAR*</b> is 85% and above for the last three (3) consecutive years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three 45% on current grade; and  b) SFS is 80% and above  c) Successfully attended seven (7) days work related training.	
Grade 54	<b>General Criteria</b>  a) Confirmed in service;  b) Has made Asset Declaration; and  c) Recommendation by the Head of Department/Dean.  <b>Specific Criteria</b>  a) <b>APAR*</b> is 90% and above for the last three (3) consecutive years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three 45% on current grade; and  b) SFS is 90% and above  c) Successfully attended seven (7) days work related training.	a) Leadership (Academic Administrator) - Refers to the leadership position(s) held at the University / Centre levels while holding the position of DG 52. - Academic administrator positions may include those with allowance (such as Dean, Deputy Dean, Principal, Fellow, Head or Coordinator) or without allowance (such as Academic Advisor, Lab Coordinator or Course Coordinator).  (b) Involvement in Community Service - Refers to staff's participation / involvement in various programmes / events organized internally or externally as organizing committee members.  (c) Research / Publication / Consultancy / Conference <i>(Applicable to CFS Teacher/Lecturer only)</i> i) Research may include one that is funded by the University, external organizations or self-funded.

Promotion Grade	Criteria	Excellence Performance
		ii) Publication may include, but not limited to, work(s) which are published in academic journals, newspapers, magazines, etc.  iii) Consultancy may include role(s) undertaken as external examiner, exam setter, speaker, trainer, etc.  iv) Conference may include, but not limited to, posters, products or abstracts presented at local or international conferences, seminars etc. with or without publication.

*\* APAR for staff who are on Maternity Leave, half-pay leave and unpaid leave will be excluded. Thus, the APAR from the year(s) prior to the leave will be considered to complete the three (3) year average calculation. However, in the event staff's APAR achieved the stipulated weightage despite being on Maternity Leave, half-pay leave and unpaid leave, their APAR for that year can may be included in the average calculation.*

Assessment on Excellence Performance (Time-Based promotion - Application for Grade 54 Only)  
*(The Kulliyah Promotion Committee can only submit the application that have been rated 3 and above for each item to the Secretariat)*

Description	Score Rating
Excellent performance and is par exceed the centre requirements.	5
Very Good performance and commitments indicating that the application consistently exceeds the centre requirements.	4
Good and satisfactory performance and commitments at a level meeting the centre requirements.	3
Performance at a level which requires <b>further improvement</b> and does not meet centre requirement.	2
Unsatisfactory performance or <b>below expectation</b> or does not meet the centre requirements at all.	1

- Application to be submitted through the Centre Promotion Committee by using the Application Form for Time-Based Promotion.



## APPENDIX B

### MERIT-BASED PROMOTION CRITERIA FOR DG SCHEME OF SERVICE

#### Purpose

This policy governs the Merit-Based Promotion (MBP) of academic staff on DG Scheme for the purpose of career advancement in the University.

#### Scope of Policy

This policy applies to all academic staff of IIUM on DG Scheme below 60 years old.

#### Approving Authority

The process of MBP shall be recommended by Centre Promotion Committee for further interview process at the Central.

#### Policy

1. Eligibility:
  - i) The duration of counted service for Merit-Based promotion refers to the period during which staff are fully serving the University.
  - ii) Fulfilled the duration of service (i.e. Study Leave, half-pay leave and unpaid leave will be excluded) as follows:
    - (a) Grade 41 to 44 – 3 years
    - (b) Grade 44 to 48 – 3 years
    - (c) Grade 48 to 52 – 3 years
    - (d) Grade 52 to 54 – 1 years
2. Fulfilled the criteria and excellence performance as follows:

#### Part A: General Rules

Promotion Grade	Criteria
Grade 44/48/52	<p><b>General Criteria</b></p> <ol style="list-style-type: none"><li>a) Confirmed in service;</li><li>b) Has made Asset Declaration; and</li><li>c) Recommendation by the Head of Department/Dean.</li></ol> <p><b>Specific Criteria</b></p> <ol style="list-style-type: none"><li>a) <b>APAR*</b> is 85% and above for the last three (3) consecutive years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three 45% on current grade;</li><li>b) SFS is 80% and above; and</li><li>c) Successfully attended seven (7) days work related training.</li></ol>

Grade 54	<b>General Criteria</b> a) Confirmed in service; b) Has made Asset Declaration; and c) Recommendation by the Head of Department/Dean.  <b>Specific Criteria</b> a) <b>APAR*</b> is 90% and above for the last three (3) consecutive years according to the stipulated weightage (i.e. year one 20%, year two 35% and year three 45% on current grade; and b) SFS is 90% and above c) Successfully attended seven (7) days work related training.
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\* *APAR for staff who are on Maternity Leave, half-pay leave and unpaid leave will be excluded. Thus, the APAR from the year(s) prior to the leave will be considered to complete the three (3) year average calculation. However, in the event staff's APAR achieved the stipulated weightage despite being on Maternity Leave, half-pay leave and unpaid leave, their APAR for that year can may be included in the average calculation.*

#### Part B: Weightage for each criteria for Excellent Performance

The points shall be counted from the date of present appointment **OR** after the last promotion (whichever is applicable).

No.	Criteria	Promotion Grade & Weightage							
		44	W	48	W	52	W	54	W
1	Teaching	✓	70	✓	70	✓	60	✓	55
2	Publication	*	*	✓	5	✓	5	✓	10
3	Conference	*	*	*	*	✓	5	✓	5
4	Research & Consultancy	*	*	*	*	✓	5	✓	5
5	Service to the community	✓	30	✓	25	✓	20	✓	20
6	Leadership & Administration	*	*	*	*	✓	5	✓	5
7	Awards	✓	10	✓	10	✓	10	✓	10
	<b>Total points</b>	<b>110</b>		<b>110</b>		<b>110</b>		<b>110</b>	

- *For items with the mark of (\*) will be considered as bonus for promotion to grade DG44 and DG48.*



Staff shall obtain the following % to be eligible for consideration of promotion:

No.	Promotion Grade	Percentage (%)	Criteria	Points
1	44	95%	Teaching	66.5
		95%	Service to the community	28.5
2	48	95%	Teaching	66.5
		95%	Service to the community	23.75
		85%	Publication	4.25
3	52	95%	Teaching	57
		95%	Service to the community	19
		85%	Research & consultancy or Publication or Conference	12.75
		90%	Leadership & Administration	4.5
4	54	95%	Teaching	52.25
		95%	Service to the community	19
		90%	Publication	9
		85%	Research & consultancy and Conference	8.5
		90%	Leadership & Administration	4.5

### Part C: Guidelines for Assessment

#### 1. Teaching

*(Please indicate, in chronological order, courses you have taught or develop)*

No.	Type of Teaching	Point
(a)	Number of courses (including repeated courses)	3 per course per semester
(b)	Development of curriculum	4 per programme / department / Kulliyah
(c)	Development of new courses / modules	2 per course or module

#### 2. Publication

*(Please list your publications related to your job scope in chronological order according to the category of publications)*

No.	Category of publication	Point
(a)	Publications in journal listed in citation index (e.g. Scopus, ISI Index, etc.)	7
(b)	Publications in journal not listed in citation index	4
(c)	Academic book published by:	
	(i) reputable international publisher (Wiley, Oxford, Prentice Hall, etc.)	10
	(ii) well established reputable local publisher (DBP, UM Press, IIUM Press, etc.)	7
	(iii) less reputable local publisher	4

No.	Category of publication	Point
(d)	Academic book published by the author himself/herself	2
(e)	Academic book edited (including revision, which should be officially Endorsed by the respective Department)	4
(f)	Academic book translated (which should be officially endorsed by the Department)	2
g)	Chapters in academic book (which should be officially endorsed by the Department)	2
(h)	Monograph (must be in English or Arabic language) which is: - (i) published by the Centre/Kulliyyah (ii) published by the author (iii) published by the University/ IIUM Research Management Centre	2 1 3
(i)	Academic Article /Book Review/Proceeding	1
(j)	Published academic manual/guidelines/supplement	1
(k)	Academic articles in magazines/newspapers	1
(l)	Non-academic book published	1
(m)	Non-academic articles in magazines/newspapers	0.5
(n)	Others	0.5

*Note: Academic book refers to research-based academic book*

### 3. Conference

*(Please list the presentations in conferences in chronological order according to the category of conferences. The information provided should consist of the following: Title of presentation, Author/Co-author, Name of the Conferences, Date and Venue.)*

No.	Category of Conference	Point
(a)	International conference	3
(b)	National conference	2
(c)	Kulliyyah/ centre level conference	1

**4. Research & Consultancy**

*(Please provide details of the completed research that is related to the job scope)*

4.1	Category of Research	Point	
		Principal Researcher	Co-researcher
(a)	Research in collaboration and funded by the international organisations i. long term (more than one year)	10	5
	ii. short term (less than one year)	8	4
(b)	Research funded by the international organisations (not collaborated) i. long term (more than one year)	8	4
	ii. short term (less than one year)	6	3
(c)	Research in collaboration and funded by the local organisations i. long term (more than one year)	6	3
	ii. short term (less than one year)	4	2
(d)	Research funded by the local organisations (not collaborated) i. long term (more than one year)	4	2
	ii. short term (less than one year)	2	1
(e)	University/centre/self-funded research i. RM10,000.00 or more	3	2
	ii. RM10,000.00 or less	2	1
4.2	Consultancy	Point	
		Lead Consultant	Co-Consultant
(a)	Programme Assessor (MQA and other institutions of higher learning)	3	2
(b)	Pre-university national programme (e.g. marking, judge, exam setting, facilitator)	2	1
(c)	External Assessor/examiner	2	1



**5. Service to the Community**

*(Please provide particulars of positions held, type of responsibilities, name of events and dates, etc.)*

<b>5.1</b>	<b>Academic</b>	<b>Point/Appointment</b>
(a)	Curriculum/ Examination /Co-curricular Committee	1
(b)	Referee for articles/journal (where the staff is not a member of the editorial board)	1
(c)	Holding a position in professional/ academic association at national/international level	2
(d)	Steering Committee for international / national level conferences	1
(e)	Working Committee for international / national level conferences	0.5
(f)	Mentoring and coaching	1
(g)	Vetter/Moderator	1
<b>5.2</b>	<b>Community Involvement</b>	<b>Point/Appointment</b>
(a)	Committee member at the department/centre/ University level (e.g. IEEP)	0.5
(b)	Member of professional body/association	2
(c)	Committee member of organisation at national level	1
(d)	Involvement in sports at national/international level	1
(e)	Member of advisory board to the Government or main social organisation/ local University/ agency/institution	1
(f)	Involvement in sports at University/state level	1
(g)	Academic forum/panel (on television)	1
(h)	Khutbah text writer (e.g. for JAKIM)	1
(i)	Student body advisor	1
(j)	Committee member of organisation at community level	1
(k)	Others (Please specify)	0.5

**6. Leadership & Administration**

*(Please provide particulars of positions held, type of responsibilities, name of events and dates, etc.)*

No.	Leadership & Administration	Point
(a)	Top Management (Rector / Deputy Rector)	5 per year
(b)	Dean	4 per year
(c)	Deputy Dean/Director	2 per year
(d)	Principal of Mahallah	2 per year
(e)	Head of Department / Special Officer to the Top Management	2 per year
(f)	Deputy Head/Supervisor/Coordinator/Liaison	1.5 per year
(g)	Academic Advisor/Course Coordinator/ Lab Coordinator	1.5 per year
(h)	Standing Committee (excluding a, b, c & d)	1 per year
(i)	Fellow of Mahallah	1 per year
(j)	Assistant Coordinator	1 per year

**7. Awards**

*(Please provide name of award/prize, awarding body and date conferred for contribution to knowledge and society)*

7.1	Award/Recognition/Prize	Point
(a)	International (e.g. Geneva Innovation, Al Malik Faisal, IDB prize, UNESCO, etc.)	10
(b)	National (e.g. Tokoh Ma'al Hijrah, etc.)	5
(c)	State	3
(d)	University	2
(e)	Awarded with PhD	3
(f)	Awarded at Kulliyyah/Centre level	2
<b>7.2</b>	<b>Critical Factor</b> (No other expert in the field)	10

- Application to be submitted through the Centre Promotion Committee by using the Application Form for Merit-Based Promotion.
- Centre Promotion Committee shall forward the applications that fulfilled the criteria to the Secretariat of **Interview Panel Meeting for Promotion of DG Scheme** for further assessment and recommendation.