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|  | **MANAGEMENT SERVICES DIVISION** |

*Endorsed by SSC Meeting No. 2/2022*

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| Date received by  Head of Department (HOD) | Date received by Centre Promotion Committee (CPC) | Date of meeting of Centre Promotion Committee (CPC) | Date received by  MSD |
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**APPLICATION AND ASSESSMENT FORM FOR TIME-BASED PROMOTION**

**FOR ACADEMIC STAFF ON DG SCHEME TO GRADE 10 / 12 / 13 / 14**

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| **NAME OF APPLICANT** |  | **STAFF NO.** |  |
| **POSITION AND GRADE APPLIED** |  | **CONTACT NO. (EXT./MOBILE NO.)** |  |
| **DEPARTMENT / CENTRE** |  | | |

***Guidelines to applicants:***

1. *The applicant must fill in the relevant parts and forward the duly completed form to the Head of Department (HOD) for 1st assessment.*
2. *Information provided must be after date of present appointment / last promotion.*
3. *The application must be attached together with the relevant supporting documents (proof of evidence).*
4. *The list of publications to be certified by the Dean’s office of the Centre.*
5. *Please refer to the relevant MSD Service Circular for details guideline and criteria.*
6. *For application to grade 14, applicant needs to attached latest IIUM CV.*
7. ***CPC may refer to the weightage set for grade 14 under Merit Based Promotion as the benchmark achievement for excellent performance.***

**CHECK LIST FOR APPLICANTS – MANDATORY REQUIREMENTS**

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| **NO.** | **ITEM** | **PLEASE TICK (/) THIS PART** | **REMARKS** |
| 1. | Application Form |  |  |
| 2. | Latest CV |  |  |
| 3. | APAR (3 consecutive years) |  |  |
| 4. | Publications  *(for promotion grade 12/13/14)* |  |  |
| 5. | Assessment on Candidate Achievement Form  *(for promotion grade 14)* |  |  |

**PART 1: ASSESSMENT ON CANDIDATE ACHIEVEMENT**

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| **No.** | **Assessment** | **Achievement** | | |
| 1 | Date of Present Appointment (DOPA) | Grade:  DOPA: | | |
| 2. | Fulfilled the duration of service on current grade *(excluding the duration of study leave, sabbatical leave, research leave, unpaid leave and half-pay leave)* as follows:   1. Grade 9 to 10 – 8 years 2. Grade 10 to 12 – 8 years 3. Grade 12 to 13 – 6 years 4. Grade 13 to 14 – 3 years | **Record on unpaid leave: YES / NO**  From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Record on half-pay leave: YES / NO**  From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Final duration of service from last appointment grade:**  \_\_\_\_\_\_\_\_\_\_ years  Eligible to apply? Yes No | | |
| 3. | Confirmed in service (CIS)  *(Applicable for permanent staff only)* | **Date CIS:** | | |
| 4. | Has made Asset Declaration | **Date of Asset Declaration:** | | |
| 5. | i) ***For Grade 10/12/13***  APAR is **85%** and above for the last three (3) consecutive years  ii) ***For Grade 14***  APAR is **90%** and above for the last three (3) consecutive years | **Year 1 ( )**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** | **Year 2 ( )**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** | **Year 3 ( )**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** |
| **Total average : \_\_\_\_\_** | | |
| 6. | i) ***For Grade 10/12/13***  Average of SFS **80%** and above  ii) ***For Grade 14***  Average of SFS **90%** and above  *(To have recommendation from CPC if the average is not achieved)* | **Year**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** | **Year**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** | **Year**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** |
| **Total average : \_\_\_\_\_ (%)** | | |
| 7. | Successfully attended seven (7) days work related training (42 CTD points)  *(6 points equivalent to 1 day work related training x 7 days = 42 points)* | **Work Related Training: \_\_\_\_\_\_\_\_ days** | | |

**PART 2: ASSESSMENT ON EXCELLENCE PERFORMANCE**

**(APPLICATION FOR GRADE 14 ONLY)**

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| **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 **further improvement** and does not meet centre requirement. | 2 |
| **Unsatisfactory** performance or **below expectation** or does not meet the centre requirements at all. | 1 |

Note: *CPC may refer to the weightage set for grade 14 under Merit Based Promotion as the benchmarks achievement for Excellent performance.*

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| **No** | **Assessment** | **Achievement** | **HOD** | **CPC** |
| 1. | **Leadership (Academic Administrator)**  *Refers to the leadership position(s) held at the University / Centre levels while holding the position of DG13.*  *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).* |  |  |  |
| 2. | **Involvement in Community Service**  *Refers to staff’s participation / involvement in various programmes / events organized internally or externally as organizing committee members.* |  |  |  |

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| 3. | **Research / Publication / Consultancy / Conference**  *(Applicable to CFS Teacher/Lecturer only)* | | | |
| **Assessment** | **Achievement** | **HOD** | **CPC** |
| ***Research*** *may include one that is funded by the University, external organizations or self-funded.* |  |  |  |
| ***Publication*** *may include, but not limited to, work(s) which are published in academic journals, newspapers, magazines, book, etc.* |  |  |  |
| ***Consultancy*** *may include role(s) undertaken as external examiner, exam setter, speaker, trainer, etc.* |  |  |  |
| ***Conference*** *may include, but not limited to, posters, products or abstracts presented at local or international conferences, seminars etc. with or without publication.* |  |  |  |
| ***TOTAL SCORE RATING*** | | |  |  |

**PART 3: RECOMMENDATION**

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| **OVERALL COMMENT BY THE HEAD OF DEPARTMENT:-** | |
| **Signature:**  **Official Stamp:** | **Date:** |

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| **OVERALL COMMENT BY THE CHAIRMAN, CENTRE PROMOTION COMMITTEE:-** | |
| **Signature:**  **Official Stamp:** | **Date:** |

*Services Unit*

*Management Services Division*

*01.01.2025*