



IIUM/202/4/1

30th May 2025

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. 3/2025

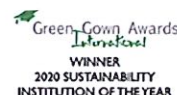
ESTABLISHMENT OF PROFESSOR FELLOW SCHEME

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the establishment of Professor Fellow Scheme.

2. BACKGROUND

- 2.1 The Professor Fellow title is widely recognised in international academic institutions, including the University of Melbourne, Monash University, and Flinders University. It is typically awarded to individuals who have demonstrated academic distinction and are invited to contribute to the institution's academic mission without holding a formal employment position.
- 2.2 IIUM aims to introduce a similar scheme to strengthen its global academic profile by attracting scholars with expertise that aligns with the university's strategic goals.
- 2.3 The scheme will provide opportunities for IIUM to engage with scholars from various fields to contribute to teaching, research, and community engagement initiatives.
- 2.4 Currently, IIUM does not have a structured honorary title scheme comparable to those of leading global universities, which limits the university's ability to establish meaningful academic collaborations.



- 2.5 The first proposal paper was deliberated in the Special Staff Service Committee meeting held on 23rd January 2025, and the committee approved the establishment of a Professorial Fellow Scheme at IIUM and decided for the proposal to be further refined.
- 2.6 Currently, IIUM has Honorary Professor and Visiting Professor schemes which serves its respective purposes.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2025 held on 17th February 2025 and 25th February 2025, respectively approved the establishment of Professor Fellow Scheme as provided in *Appendix A*.
- 3.2 The effective date of implementation is **17th February 2025**, i.e. the date of SSC Meeting No. 1/2025 which endorses the decision.

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*.

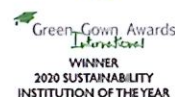
"LEADING THE WAY"



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, IIUM Kuantan Campus
- : Legal Adviser

ZH/WNN/AMA/nas2250



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA PROFESSOR FELLOW SCHEME

1. Introduction

A **Professor Fellow** is an academic title awarded to individuals recognised for their exceptional expertise, contributions, and leadership in their field. This title is honorary but may also involve specific academic or research responsibilities.

The appointment is reserved for individuals with a proven track record of outstanding contributions in research, teaching, or professional practice. It can be conferred upon senior academics, thought leaders, or highly accomplished professionals. It involves long-term association with IIUM and reflect a strategic partnership to enhance the university's academic goals.

2. Appointment

2.1 Eligibility

Candidates eligible for appointment under the scheme must fall into one of the following categories:

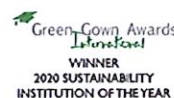
- i) Hold the rank of full professor at a recognised institution; or
- ii) Qualified professionals who are involved with academic teaching and/or research programme at a recognised institution.
- iii) Former IIUM Professors, including those awarded Emeritus Professor by IIUM.

2.2 Integrity

All appointments will be contingent upon satisfactory integrity reports from previous employment or relevant institutions to uphold the university's standards.

2.3 Appointment Process

- i) Candidates may be nominated by the Dean of a Kulliyah/Centre/Institute. The Deputy Rector in charge of academic affairs will review the nomination and recommend for approval by the Rector.
- ii) In exceptional circumstances where the Rector believes it is imperative that such an appointment be made immediately, the Rector may approve the appointment without reference to item 2.1 above.



2.4 Term of Appointment

The appointment will be for an initial specified term up to a maximum of three (3) years and may be renewed on the recommendation of the Kuliyah/Centre/Institute based on performance, contributions and IIUM's needs.

2.5 Duties and Responsibilities

The duties and responsibilities of Professor Fellow include:

- i) Deliver guest lectures or seminars at IIUM.
- ii) Contribute to research and publications as well as initiate new collaborative research initiatives.
- iii) Mentor academic staff and postgraduate students.
- iv) Assist in the development of academic programs and curricular.
- v) Represent IIUM in international academic forums when appropriate.
- vi) Serving as advisors for strategic initiatives.
- vii) Teaching is not mandatory but may be included if deemed necessary.
- viii) Other duties deemed appropriate and necessary.

3. Conditions and Privileges

3.1 The Professor Fellow designation is honorary and does not establish an employment relationship with IIUM.

3.2 Professor Fellow may:

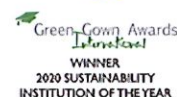
- i) Use the title Professor Fellow at IIUM.
- ii) Access the university facilities such as libraries, labs, and office space at the discretion of the relevant University authority.
- iii) Apply for university-funded research grants and other research funds as determined by the relevant University authority.

4. Obligations

4.1 Professor Fellow is required to:

- i) Acknowledge the University in publications and grant application arising from research involving University collaborations.
- ii) Comply with legislation and provision which affect the University including rules, regulations and policies that relate to their activities.

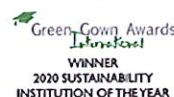
4.2 The Intellectual Property arising from the university funded research shall be owned by the University.



5. Remuneration

Professor Fellow may receive a monthly stipend, honorarium, or research funding, but they are not entitled to employee benefits.

No.	Item	Description
1.	Tenure	Contract up to 3 years and renewable. (Contract for service)
2.	Source of budget	Central (Emolumen Kakitangan Kontrak)
3.	Duties and responsibilities	Flexible and focus on active research and publications. Teaching responsibilities will not be mandatory but may be included if deemed necessary.
4.	Honorarium	RM10,000 to RM15,000 per month The actual remuneration package remain flexible based on the expected scholarly contribution. Minimum conditions will be set according to the nature of the contract.
5.	Air tickets	Return air tickets Business class (once during the appointment).
6.	Accommodation	Actual cost of Double-Room rate or Lodging Allowance in accordance to the University's policy enforced from time to time as decided by IIUM.
7.	Transportation	Pool university's transportation or mileage claim in accordance with the University's policy enforced from time to time.
8.	Mileage claim	In accordance with the University's policy enforced from time to time as decided by IIUM.
9.	Identification card	Other Pass (non-staff pass)
10.	Email	IIUM email
11.	Computer allowance	Not eligible
12.	IIUM Sejahtera Clinic	Eligible for the incumbent only



No.	Item	Description
13.	SASMEC/ Govt Hospital	Eligible for the incumbent only
14.	Library access	Eligible for the incumbent only
15.	Other entitlement	i) Membership of a Kulliyyah. ii) Access to facilities, resources, equipment and premises. iii) Apply for University-funded research grants, scholarship and other research funds.

6. Medical Benefits

- 6.1 The University will pay all charges incurred by Professor Fellow for normal consultation and medicine by any member of the University's approved panel of practitioners.
- 6.2 In the event the Professor Fellow is admitted to a Government Hospital on the advice of a member of the panel, the University will also pay the hospital charges to the extent that these are paid by the University in respect of its regular staff members.
- 6.3 Professor Fellow is encouraged to arrange separate insurance coverage for sickness and personal accidents.

Secretariat
SSC Meeting No. 1/2025
17.02.2025

