



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. 5/2025

ACADEMIC ADMINISTRATORS SELECTION COMMITTEE (AASC) - Revision of the Terms of Reference

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the revision of the Terms of Reference of Academic Administrator Selection Committee (AASC).

2. BACKGROUND

- 2.1 The establishment of the Academic Administrators Selection Committee (AASC) as a sub-committee under the Staff Service Committee (SSC) was approved during SSC Meeting No. 4/2020 and detailed out in the MSD Service Circular No. 19/2020.
- 2.2 Based on the mandate received from the Office of the Rector on September 2018, the AASC is responsible for recommending policies and managing all processes related to the nomination, election, candidate review, and appointment of academic administrators, including Deans, Directors, and leadership roles for Kulliyahs and Non-Kulliyahs. These recommendations are submitted to the SSC for endorsement, after which a master list of Academic Administrators is announced to the IIUM community.
- 2.3 The committee also suggested that the Academic Administrators Selection Committee Regulations 2020 should reflect the functions and powers of the AASC as an advisory role to the Rector, and any matters deemed necessary or incidental to academic administrators' appointment is upon approval of the Rector.



- 2.4 Following the decision made in the University Management Committee (UMC) Meeting No. 22/2024 held on 18th December 2024, the Academic Administrators Selection Committee Regulations 2020 should be revised, specifically; Part II (Establishment of Committee and Membership) and Part III (Functions and Powers of AASC) showing the processes related to the nomination, election, candidate review, and appointment of academic administrators is upon consultation and approval of the Rector and that the AASC shall act as an advisory body to the Rector.
- 2.5 Based on the UMC Meeting No. 1/2025 held on 8th January 2025, the AASC Regulations 2025 has been further reviewed, and recommended in the AASC Meeting No. 1/2025 held on 13th January 2025.
- 2.6 Under the Staff Service Committee (SSC) Regulations 2018 (Amendment 2025), sub-regulation 7 (3) states that the SSC may establish any sub-committee as it is considers expedient to assist in the performance of its powers and functions.

3. DECISION

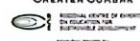
- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2025 held on 17th February 2025 and 25th February 2025 approved the revised Terms of Reference (TOR) of the Academic Administrators Selection Committee (AASC) in accordance with sub-regulation 7 (3) above. Details are provided in *Appendix A*.
- 3.2 The effective date of implementation is **17th February 2025**, i.e. the date of SSC Meeting No. 1/2025 which endorses the decision.
- 3.3 With the issuance of this circular, the MSD Service Circular No. 19/2020 is hereby superseded.

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 (Research, Innovation and Development)
 : Deputy Rector (Student Development and Community Engagement)
 : Executive Director, Finance Division
 : Campus Director, IIUM Kuantan Campus
 : Legal Adviser

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APPENDIX A

TERMS OF REFERENCE (TOR) ACADEMIC ADMINISTRATORS SELECTION COMMITTEE

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LEADING THE WORLD

MANAGEMENT SERVICES DIVISION [MSD]

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
TERMS OF REFERENCE OF ACADEMIC ADMINISTRATORS SELECTION
COMMITTEE

IN exercise of the powers conferred by subarticle 7(1) of the Staff Service Committee (SSC) Regulations 2018 (Amendment 2025), the SSC makes the following Regulations:

PART I

PRELIMINARY

Citation

1. This document may be cited as the **Terms of Reference (TOR) for the Academic Administrators Selection Committee**.

Interpretation

2. In these terms, unless the context otherwise requires –

“AASC” means the Academic Administrators Selection Committee established under these Regulations;

“Constitution” means a document referred to in section 34 of the Act;

“SSC” means the Staff Service Committee established under these Regulations;

“Staff” means any person employed under a contract of service with the University;

PART II

ESTABLISHMENT OF COMMITTEE AND MEMBERSHIP

Membership

3. (1) There shall be an AASC established as a sub-committee of SSC for the purpose of recommending the appointment of academic administrators of the University.
- (2) The AASC shall consist of –
 - (a) the Deputy Rector in charge of academic affairs, who shall be the Chairman;
 - (b) the Deputy Rector in charge of research affairs;
 - (c) the Deputy Rector in charge of student affairs;
 - (d) the Executive Director in charge of management services;
 - (e) the Legal Adviser;
 - (f) the Campus Director in charge of Kuantan Campus; and
 - (g) the President of Academic Staff Association (ASA).

Secretary

4. (1) The Director in charge of human resource development shall be the Secretary of the AASC.
- (2) In the absence of the appointed Secretary, for whatever reason, from any meeting of the AASC, any staff involves in human resource development may be assigned to be the Secretary of the AASC for that particular meeting.

PART III

FUNCTIONS AND POWERS OF AASC

Functions and Powers

5. The AASC shall be responsible for the following :–
- (a) establish and revise the policy and procedures on elections/nomination of academic administrators' appointment;
 - (b) consult and advise the Rector on the appointment matters for academic administrators;
 - (c) review the list of nominees for academic administrators' appointment;
 - (d) recommend on the appointment of the academic administrators to the Rector in line with article 38 of the Constitution of the International Islamic University Malaysia;
 - (e) coordinate the appointment matters for academic administrators; and
 - (f) other matters deemed necessary or incidental to academic administrator's appointment.

PART IV

MEETINGS OF AASC

Meetings

6. (1) The date, time and venue of AASC meeting will be determined by the Secretary with the approval of the Chairman.
- (2) Three members of the AASC, including the Chairman, shall constitute a quorum of any meeting of the AASC.

- (3) In the absence of the Deputy Rector in charge of academic affairs, for whatever reason, such other member may be elected by the members present to preside over the meeting as Chairman of the AASC for that particular meeting.
- (4) Any question arising at any meeting of the AASC shall be decided by consensus of the members present.
- (5) The Chairman and every member shall have and may exercise one vote each, but in the event of an equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote.
- (6) The AASC may invite any person to attend and deliberate at its meetings but such person shall have no right to vote.

Minutes of Meetings

- 7. (1) Minutes of meeting of the AASC shall be confirmed at its next meeting.
- (2) The confirmed minutes of the AASC meeting shall be considered as a conclusive evidence of the proceedings made by the AASC.
- (3) Action may be taken on consensus decision of the AASC prior to the confirmation of the minutes and the action shall be valid.
- (4) All minutes of meeting of the AASC shall be submitted to the SSC for notification.

Circulation of Urgent Matters

- 8. (1) Urgent matters may be circulated for approval and decision would be based on agreement of majority of the members.

- (2) A resolution in writing signed by majority of the members of the AASC shall be as effective for all purposes as a resolution passed at an AASC meeting duly convened, held and constituted and may consist of several documents in like form each signed by one or more members of the AASC.
- (3) All decisions made by circulation shall be reported to the AASC for information at the next meeting.

Confidentiality

9. Documents circulated to members of the AASC and the proceedings at the meeting shall be treated as confidential.

PART V

AMENDMENTS TO REGULATIONS

Amendments

10. Amendments to these Regulations may be made by the SSC from time to time.

Made this 17th February 2025

Made this 18 Sya'aban 1446H

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Chairman of the SSC

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA