

Our Ref. : IIUM/202/4/1
Date : 5th March 2026

All Deans / Directors
Kulliyahs / Centres / Divisions / Institutes / Offices / Mahallahs
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 04/2026

**TIME-BASED PROMOTION OF MEDICAL/DENTAL/PHARMACY LECTURER
(GRADE DU/DUG/DUF) TO HIGHER GRADES
- Revision of Criteria for Time-Based Promotion to Grade VK7**

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 criteria for time-based promotion of Medical/Dental/Pharmacy Lecturer to Grade VK7.

2. BACKGROUND

2.1 The University has adopted the Government Service Circular No. 13/2016 on the Revision of the Scheme of Service for Medical Lecturers and Dental Lecturers. Following the adoption, effective from 1st January 2017, an additional Grade 55/56 was introduced for Medical/Dental Lecturer.

2.2 Based on the above, the criteria for time-based promotion of Medical / Dental Lecturer from Grade 53/54 to Grade VK7 has revised to Grade 55/56, as stated in the MSD Service Circular No. 13/2024 as follows:

- i) Associate Professor with Ph.D./Professional specialist qualification;
- ii) Confirmed in service for those on Grade DU/DUG55;
- iii) Has been serving five (5) years as an Assoc. Professor on Grade DU/DUG 55/56;



- iv) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years; and
 - v) Recommended by the Specialist Assessment Committee (SAC).
- 2.3 As for the criteria for time-based promotion of Pharmacy Lecturer to Grade VK7, it has also been revised as follows:-
- i) Associate Professor with Ph.D./Professional qualification;
 - ii) Confirmed in service for those on Grade DUF53;
 - iii) Has been serving ten (10) years as an Assoc. Professor on Grade DUF 53/54;
 - iv) Achieved the stipulated level of excellence in service by achieving 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years;
 - v) Fully registered with the Malaysia Board of Pharmacy (for Pharmacy Lecturer); and
 - vi) Recommended by the Specialist Assessment Committee (SAC).

Achieved the upskilling criteria as the additional conditions upon reaching the 5th and 10th years of service. The fulfilment of upskilling criteria need to be deliberated by the SAC together with other stipulated criteria as above.

- 2.4 The Specialist Assessment Committee (SAC) Meeting No. 1/2024 held on 19th July 2024 has recommended that the criteria of time-based promotion of Medical/Dental Lecturers on Grade DU/DUG 55/56 to Grade VK7 on Personal-to-Holder (PTH) basis be revisited and to explore the possibility of including additional criteria such as Publication, Student Supervision and Research Grants.
- 2.5 The above recommendation was subsequently deliberated in the Staff Service Committee (SSC) Meeting No. 4/2024 held on 10th September 2024. The SSC agreed with the SAC's recommendation that the current criteria for time-based promotion to Grade VK7 be revisited, incorporating Publication, Student Supervision, and Research Grants as minimum requirements.
- 2.6 Based on the above decision of the SSC, the Specialist Assessment Committee (SAC) in its Special Meeting No. 1/2025 held on 3rd July 2025 has deliberated and recommended the revision of the criteria for time-based promotion to Grade VK7, incorporating academic achievements as minimum requirements, specifically in the areas of publication, student supervision, and research grants.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2025 held on 7th October 2025 approved the recommendation of the Specialist Assessment Committee in its Special Meeting No. 1/2025 on the revision of the criteria for time-based promotion to Grade VK7. The details of the revised criteria, incorporating both the general criteria and academic achievement, are provided in *Appendix A*.

- 3.2 The revised criteria will apply to all candidates eligible for time-based promotion from **December 2025 onwards**.
- 3.3 With the issuance of this circular, the Staff Service Circular No. 13/2024 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"



WAN NAJIHAH NURASHIKIN BT. WAN ABDULLAH
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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**TIME-BASED PROMOTION FOR MEDICAL/DENTAL/PHARMACY LECTURER
(GRADE DU/DUG/DUF) TO HIGHER GRADES BASED ON THE CAREER PATH
AT THE MINISTRY OF HEALTH (MOH) MALAYSIA**

No.	Current post & Grade	Time-based promotion post & Grade	General Criteria	Academic Achievement
1.	Medical / Dental Lecturer Grade DU / DUG 14 (PTH)	Medical / Dental Lecturer Grade DU / DUG 15 (PTH)	<ul style="list-style-type: none"> i) Assistant Professor with Specialist qualification who have been gazetted as Specialist; ii) Paid with the Specialist Incentive Allowance; iii) Confirmed in service; iv) Has served five (5) years as an Assistant Professor on Grade DU/DUG14 at IIUM or as Medical / Dental Officer (Specialist) on Grade UD/UG14 at IIUM or MOH; v) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years; and vi) Recommended by the Head of Department. 	Not Applicable
2.	Medical / Dental Lecturer Grade DU / DUG 14	Medical / Dental Lecturer Grade DU / DUG 15 (PTH)	<ul style="list-style-type: none"> i) Associate Professor with Specialist qualification who have been gazetted as Specialist; ii) Paid with the Specialist Incentive Allowance; iii) Confirmed in service; iv) Has served five (5) years as Associate Professor on Grade DU/DUG14 including the period of service as Assistant Professor on Grade DU/DUG14 at IIUM; v) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years; and vi) Recommended by the Head of Department. 	Not Applicable

No.	Current post & Grade	Time-based promotion post & Grade	General Criteria	Academic Achievement	
				Indicators	Expected Achievement
3.	Medical / Dental Lecturers Grade DU / DUG 15 (PTH)	Medical / Dental Lecturers Grade VK7 (PTH)	i) Associate Professor with Ph.D./Professional specialist qualification; ii) Confirmed in service; iii) Has been serving five (5) years as an Assoc. Professor on Grade DU/DUG15; iv) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years; v) Recommended by the Specialist Assessment Committee (SAC).	i) Completed Research Grants as Principal Investigators (PI)	Completed 20K as PI OR accumulative of completed RM50K as co-researcher
				ii) Publications as Main Author or Corresponding Author	5 Indexed with at least 1 as Main author / Corresponding author
				iii) Completed Student Supervision as Main Supervisor	1 PhD / Master Clinical as Main Supervisor OR 2 Co-supervisor equivalent to 1 Main Supervisor

No.	Current post & Grade	Time-based promotion post & Grade	General Criteria	Academic Achievement	
				Indicators	Expected Achievement
4.	Pharmacy Lecturer Grade DUF 14	Pharmacy Lecturer Grade VK7 (PTH)	<p>i) Associate Professor with Ph.D./Professional qualification;</p> <p>ii) Confirmed in service;</p> <p>iii) Has been serving ten (10) years as an Assoc. Professor on Grade DUF14;</p> <p>iv) Achieved the stipulated level of excellence in service by achieving equivalent to 85% of Annual Performance Appraisal Report (APAR) for three (3) consecutive years;</p> <p>v) Fully registered with the Malaysian Board of Pharmacy; and</p> <p>vi) Recommended by the Specialist Assessment Committee (SAC).</p> <p>Achieved the upskilling criteria as the additional conditions upon reaching the 5th and 10th years of service. The fulfilment of upskilling criteria need to be deliberated by the SAC together with other stipulated criteria as above.</p>	<p>i) Completed Research Grants as Principal Investigators (PI)</p> <p>ii) Publications as Main Author or Corresponding Author</p> <p>iii) Completed Student Supervision as Main Supervisor</p>	<p>Completed 50K as PI OR accumulative of completed RM100K as co-researcher</p> <p>10 Indexed with at least 1 as Main author/ Corresponding author</p> <p>2 PhD / Master Clinical as Main Supervisor OR 4 Co-supervisor equivalent to 1 Main Supervisor</p>

- Note:** a) The proposed criteria for the KOP are doubled to align with the duration of service required for time-based promotion to Grade VK7, i.e. 10 years from DUF14.
b) Notwithstanding the above criteria, the SAC may exercise its discretion recognising a granted patent to compensate for other criteria in evaluating the application.

Staff Service Committee No. 3/2025
Management Services Division
07.10.2025