



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْبَرُوسِيَّتِي: اِسْلَامُ اِنْبَارَا بَجْنِيَا مُلَيْسِيَا

Company No: 101067-P

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**APPLICATION FOR PROMOTION FOR POSITION OF
PROFESSOR (VK7) / ASSOCIATE PROFESSOR (DS/DU/DUG/DUF54)**

CHECKLIST FOR APPLICANTS

Name : Staff No: Kulliyah :

(The applicant needs to ensure that all the items in the checklist below are attached with the application form in chronological order according to category and properly tagged. Please (/) in the column provided)

No.	Item	Applicant (/)	Remarks by MSD
1.	Updated Online CV		
2.	Duration of Service: Associate Professor (min. 2 years in service as Assistant Professor)		
	Professor (min. 3 years in service as Associate Professor)		
3.	Confirmed in service (for permanent staff only)		
4.	Completed Supervision : Associate Professor (at least 1 Master student as Main Supervisor)		
	Professor (at least 1 PhD student as Main Supervisor)		
5.	Completed Research and Consultancy		
6.	Publication		
	i. Citation index		
	ii. Non Citation index		
	iii. Academic Book		

7.	Conference		
8.	Service to the Community		
9.	Completed Staff Declaration i. Name of PhD / Specialist Qualification Supervisor ii. Signature and Date		
10.	Supporting Documents : <i>(1 hardcopy and 2 CD)</i> i) Publications (including articles and books); ii) Ph.D. thesis <i>(for Associate Professor only)</i> ; iii) updated online CV; iv) list of selected articles/books in item (i) to be submitted to the external assessors; v) the name of PhD supervisors and external assessors <i>(for Associate Professor only)</i> . vi) highlights of five (5) best publications written after the promotion to Associate Professor in order to assist the external assessors in assessing the publications <i>(for Professor only)</i> .		

Name of Staff :

Signature :

Date :

CHECKLIST FOR HEAD OF DEPARTMENT (HOD)/ KULLIYAH PROMOTION COMMITTEE (KPC)

(The Kulliyyah needs to ensure the **COMPLETENESS OF THE APPLICATION FORM** and it **MUST** be submitted to the MSD secretariat **2 WEEKS** before the date of the Pre-IPPAS)

No.	Item	Checked by HOD (/)	Verified by KPC (/)	Remarks by MSD
1.	Completeness of all the assessment column			
2.	Supporting document are attached and tagged properly			
3	Publications must be checked using the turnitin software			
4.	Confirmed names of external assessors: Associate Professor (2 local scholars and 1 international scholar) Professor (3 local scholars and 2 international scholars)			
5.	Completed Declaration by HOD and KPC: i. Overall comments ii. Signature iii. Official Stamps iv. Date			

Checked by HOD

Name :

Signature :

Date :

Verified by KPC

Name :

Signature :

Date :

