



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونُسُ بْنُ سَيِّدِي إِسْلَامٌ أَنْبَاءُ رَجَسْنَا مَلِكُنَا

Company No: 101067-P

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GUIDELINES TO KULLIYAH AND APPLICANT

A. Guidelines to Kulliyah

- i) All application forms received from the applicant should be processed within a period of not more than three (3) months at the Kulliyah level.
- ii) The points given for each criteria must be based on the supporting documents provided by the candidate.
- iii) The Kulliyah needs to record the date of receipt of application at each station in the table provided on page one (1) of the application form. The HOD / Dean must state the date in the comments on page 14.
- iv) The Kulliyah is advised to contact the external assessors for confirmation prior to proposing the names in the application form. The names of the external assessors should be kept **STRICTLY CONFIDENTIAL** from the applicant. Please nominate at least three (3) assessors for promotion to Associate Professor and five (5) for promotion to Professor.
 - For promotion to Associate Professor
 - Two (2) local scholars and one (1) international scholar of at least the level of Associate Professor.
 - For promotion to Professor
 - Three (3) local scholars and two (2) international scholars of at least the level of Professor.

However, please note that it is advisable to submit, additional nominations as to enable the committee to choose the number required plus enabling the committee to hold others in reserved list should some of the external assessors decline.

- v) Only application that meet the minimum **marks of more than 75 points** should be forwarded to the Management Services Division.

B. Guidelines to Applicants

- i) The applicant must fill in the relevant parts and forward the duly completed form to the Deputy Director/Assistant Director of the Kulliyah.
- ii) - For promotion to Associate Professor, information provided must be after obtaining Ph.D. degree or date of appointment on Grade 51 in IIUM.
- For promotion to Professor, information provided must be after the date of promotion to Associate Professor or date of appointment to Grade 53.
- iii) The application must be in type-written format.
- iv) Candidate must fulfill the minimum duration of service:-
 - For promotion to Associate Professor - Two (2) years as an Assistant Professor (Grade 51/52)
 - For promotion to Professor - Three (3) years as an Associate Professor (Grade 53/54)
- v) Applications for promotion to Associate Professor (Grade 54) and Professor (Grade VK7) with **overall marks of more than 75 points** could be given further consideration by the University's relevant authority.
- vi) The nomination of external assessors must be filled in by the Head of Department (and not the applicant), failing which the form will be returned to the Kulliyah
- vii) Incomplete application form will be returned to the Kulliyah.
- viii) The same information used for promotion to Associate Professor, cannot be used again for promotion to the post of Professor.

C. Supporting Documents

- i) Updated CV online
- ii) Evidence on teaching, supervision, research, consultancy, publications, conference and service to the community (to be arranged in chronological order in accordance with the items in the application form).
- iii) The following supporting documents should be provided in the form of one (1) hardcopy and two (2) CD:-
 - a) Application to Associate Professor
 - i) Publications (including articles and books);
 - ii) Ph.D. thesis;
 - iii) updated CV online;
 - iv) list of selected articles/books in item (i) to be submitted to the external assessors; and
 - v) the name(s) of PhD / Specialist Qualification Supervisor(s) and external assessors.
 - b) Application to Professor
 - i) Publications (including articles and books);
 - ii) updated CV online;
 - iii) list of selected articles/books in item (i) to be submitted to the external assessors; and
 - iv) highlights of five (5) best publications written after promotion to Associate Professor in order to assist the external assessors in assessing the publication.