

**WEIGHTAGE CRITERIA FOR CONSIDERATION OF PROMOTION
TO THE POSITION OF ASSISTANT PROFESSOR (DS/DU52) /
ASSOCIATE PROFESSOR (DS/DU54) / PROFESSOR (VK7)**

Criteria of Promotion	Weightage					
	(Not involved in clinical supervision)			(Involved in clinical supervision)		
	Asst. Prof	Assoc. Prof	Professor	Asst. Prof	Assoc. Prof	Professor
Teaching	25	20	10	10	10	10
Supervision	10	15	20	10	10	10
Clinical Supervision	0	0	0	15	15	10
Research & Consultancy	20	20	20	20	20	20
Publications	30	30	40	30	30	40
Service to Community	15	15	10	15	15	10
Bonus	15	15	15	15	15	15
Total	115	115	115	115	115	115
Interview	Fulfill minimum required points for Item 6 (a, b & c)	Pass / Fail		Fulfill minimum required points for Item 6 (a, b & c)	Pass / Fail	

- (i) Applications from candidates for the position of Assistant Professor (DS/DU52) who achieved marks more than **55** points could be given further consideration by the University's relevant authority for Promotion of Academic Staff.
- (ii) Applications from candidates for the position of Associate Professor (DS/DU54) and Professor (VK7) who achieved marks more than **75** points could be given further consideration by the University's relevant authority for Promotion of Academic Staff.

WEIGHTAGE CRITERIA DETAILS

1. Teaching

(Please indicate, in chronological order, courses you have taught or develop after obtaining Ph.D. degree / since your last promotion as required in (a), (b) and (c))

	<u>Point</u>
(a) Number of courses (including repeated course) - undergraduate, postgraduate or University level courses	3 per course per semester
(b) Development of new programme/ department/Kulliyah	4 per programme/department/ Kulliyah
(c) Development of new courses	2 per course

Note:

Maximum point for criteria 1 for promotion to the position of Assistant Professor (Not involved in clinical supervision)	: 25 points
Maximum point for criteria 1 for promotion to the position of Assistant Professor (Involved in clinical supervision)	: 10 points
Maximum point for criteria 1 for promotion to the position of Associate Professor (Not involved in clinical supervision)	: 20 points
Maximum point for criteria 1 for promotion to the position of Associate Professor (Involved in clinical supervision)	: 10 points
Maximum point for criteria 1 for promotion to the position of Professor	: 10 points

2. Supervision (Completed)

(Please indicate name of students, year and topic, either as Principal or co-supervisor)

	<u>Point</u>
(a) Ph.D - Principal Supervisor	8 per student
- Co-Supervisor/Supervisory Committee Member	5 per student
(b) Master	
(i) - Principal Supervisor	5 per student
- Co-Supervisor/Supervisory Committee Member	3 per student
(ii) - Supervisor of research paper for Master's programme (non-thesis)	3 per student
(iii) - Supervisor of applied (independent) research	2 per student
(c) Postgraduate Diploma	0.5 per student
(d) Final year project	1 per project
(e) Practicum	1 per session
(f) Seminar	2 per seminar

Note:

Maximum point for criteria 2 for promotion to the position of Assistant Professor (All kulliyahs)	: 10 points
Maximum point for criteria 2 for promotion to the position of Associate Professor (Not involved in clinical supervision)	: 15 points
Maximum point for criteria 2 for promotion to the position of Associate Professor (Involved in clinical supervision)	: 10 points
Maximum point for criteria 2 for promotion to the position of Professor (Not involved in clinical supervision)	: 20 points
Maximum point for criteria 2 for promotion to the position of Professor (Involved in clinical supervision)	: 10 points

Professor and Assoc. Prof. must supervise at least one MA/Ph.D student per assessment year

3. Clinical Supervision (Completed)

Please indicate name of course(s) title, semester/year and number of students involved in the above academic activities.

	Point
(a) Ph.D./Specialist	(5 points per student)
(b) Master (Basic Medical Science)	(4 points per student)
(c) Final year project	(1 point per student)
(d) Practicum	(1 point per student)
(e) Seminar	(1 point per student)

Note : This column is only applicable for Academic Staff on Grade DU and involved in clinical supervision

Maximum point for criteria 3 for promotion to the position of Assist. Prof (DU52) must include either (a) or (b) : 15 points
 Maximum point for criteria 3 for promotion to the position of Assoc. Prof (DU54) must include either (a) or (b) : 15 points
 Maximum point for criteria 3 for promotion to the position of Professor must include either (a) or (b) : 10 points

4. Research

(Please provide details of completed research after obtaining your Ph.D. degree / since your last promotion)

<u>Category of Research</u>	<u>Point</u>	
	<u>Principal Researcher</u>	<u>Co-researcher</u>
(a) IRPA (MOSTE)	10	5
(b) Research in collaboration and funded by the international organisations		
i. long term (more than one year)	10	5
ii. short term (less than one year)	8	4
(c) Research funded by the international organisations (not collaborated)		
i. long term (more than one year)	8	4
ii. short term (less than one year)	6	3
(d) Research funded by the local organisations		
i. long term (more than one year)	6	3
ii. short term (less than one year)	4	2
(e) University funded research		
i. RM10,000.00 or more	6	3
ii. Between RM1,000.00 and RM10,000.00	2	1

5. Consultancy

(Please give details e.g. type and purpose of consultancy, sponsor(s) and period of consultancy)

	<u>Point</u>
(a) Project	1 per RM10,000.00 and above worth of project
(b) Appointment as Expert by other Institutions	2 per appointment per Institution (public or private agencies)

Remark:-

Consultancy must be registered with the Bureau of Consultancy and Entrepreneurship or Strategic Business Unit (SBU) under each Kulliyah. For a consultancy project involving more than one (1) person, the point will be based on the involvement or the scope of work of each consultant.

*Note : Maximum point for criteria 4 & 5 for promotion to all academic positions : 20 points
However, maximum point for each of the criteria (4 and 5) **must not** exceed 15 points*

6. Publication

(Please list your publications in chronological order according to the category of publications)

	<u>Point</u>		
	<u>Asst. Professor</u>	<u>Assoc. Professor</u>	<u>Professor</u>
a. Publications in journal listed in citation index (e.g. Scopus, ISI Index, etc.)	7	7	7
b. Publications in journal not listed in citation index	4	4	4
c. Academic book published by:			
i. reputable international publisher (Wiley, Oxford, Prentice Hall, etc.)	10	10	10
ii. well established reputable local publisher (DBP, UM Press, etc.)	7	7	7
iii. less reputable local publisher	4	4	4
d. Academic book published by the author himself/herself	1	1	1
e. Academic book edited (including revision, which should be officially endorsed by the respective Department)	4	4	4

f.	Academic book translated (which should be officially endorsed by the Department)	2	2	2
g.	Chapters in academic book (which should be officially endorsed by the Department)	2	2	2
h.	Monograph (must be in English or Arabic language) which is:-			
	(i) published by the Kulliyyah	2	2	2
	(ii) published by the author	1	1	1
	(iii) published by the University/ IIUM Research Centre	3	3	3
i.	Article /Book Review	1	1	1
j.	Published manual/guidelines/supplement	1	1	1
k.	Academic articles in magazines/newspapers	0.5	0.5	0.5

Note:

- i. The status of a journal is determined by the Kulliyyah (Publication in the form of other media may be considered [hard copy, softcopy or virtual])**
- ii. An academic book or book review must be in English or Arabic. An academic book should, normally, be 100 pages and above.**
- iii. Articles which have been used for promotion to Associate Professor, cannot be used for promotion to the post of Professor**
- iv. In determination of minimum points for publications, item a, b and c only to be used.**
 - Minimum point for criteria 6 for promotion to the position of Assistant Professor 4**
 - Minimum point for criteria 6 for promotion to the position of Associate Professor 12**
 - Minimum point for criteria 6 for promotion to the position of Professor 25**

7. Conference

Please list the conferences you have attended in chronological order according to the category of conferences. The information provided should consist the following: Title of paper, Author, Name of the Conferences, Date and Venue.

	<u>Point</u>
(a) International conference papers (inclusive of the international conference papers published in the conference proceedings)	3 points per conference papers
(b) National conference papers	1 point

Note:

Maximum point for criteria 6 & 7 for promotion to the position of Assist. Prof (DS/DU52): 30 points
Maximum point for criteria 6 & 7 for promotion to the position of Assoc. Prof (DS/DU54): 30 points
Maximum point for criteria 6 & 7 for promotion to the position of Professor: 40 points

8. **Service to the Community**
(Please provide particulars of positions held, type of responsibilities, name of events and dates, etc.)

8.1	<u>Administration</u>	<u>Point</u>
a.	Top management (Rector / Deputy Rector)	5 per year
b.	Dean/Director	4 per year
c.	Deputy Dean	2 per year
d.	Principal	2 per year
e.	Head of Department	2 per year
f.	Fellow	1 per year
g.	Deputy Head/Supervisor/Coordinator	1 per year
h.	Standing Committee (excluding a, b, c & d)	1 per year
8.2	<u>Academic</u>	<u>Point</u>
a.	member of editorial board at national level	1
b.	member of editorial board for refereed journal of international standing	3
c.	referee for articles/journal (where the staff is not a member of the editorial board)	1
d.	holding a position in professional/ academic association at national/international level	2
e.	External Examiner/Supervisor	
	(i) external	1
	(ii) internal (IIUM)	0.5
f.	organising international/national level conferences	1
8.3	<u>Community Involvement</u>	
a.	committee member of organisation/association; committee member of staff association at the University level	0.5 per appointment
b.	member of professional body/association	2
c.	committee member of organisation at state level	1

- | | |
|---|-----|
| d. academic forum/panel (on television) | 0.5 |
| e. involvement in sports at University/state level | 0.5 |
| f. member of advisory board to the Government
or main social organisation/ local University/
agency/institution | 1 |
| g. involvement in sports at national/international level | 1 |

Note: *Maximum point for criteria 8 for promotion to all Asst. Prof & Assoc. Prof. : 15 points*
Maximum point for criteria 8 for promotion to Professor : 10 points

9. Bonus

(Please provide name of award/prize, awarding body and date conferred for contribution to knowledge and society)

9.1 <u>Award/Recognition/Prize</u>	<u>Point</u>
a. International (e.g. Geneva Innovation, Al Malik Faisal, IDB prize, UNESCO, etc.)	10
b. National (e.g. Tokoh Ma'al Hijrah, etc.)	5
c. University	2
9.2 <u>Contribution to promotion of the University's mission</u>	2
9.3 <u>Critical Factor</u>	10
9.4 <u>Teaching Quality</u>	5

Note: *Criteria of 9.3 & 9.4 are to be filled by the Head of Department and the Kulliyah's Board of Promotion*

Maximum point for criteria 9 for promotion to all academic positions : 15 points

*Secretariat
Interview Panel for Promotion of Academic Staff*