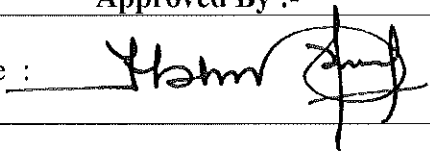

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/MSD/01	PAGE : 1/7

RECRUITMENT OF NEW ACADEMIC STAFF

Prepared By :-	Approved By :-
Signature :	Signature : 
Name : Asnili Marniwatibt. Ahmad	Name : Dato' Abdul Rahim Ahmad
Position : Senior Assistant Director Employment (Academic) Unit Human Resource Services Management Services Division	Position : Executive Director Management Services Division
Date : 2 January 2019	Date : 2 January 2019

CONTROLLED COPY NO. :

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IUM/MSD/01	PAGE : 2/7

1. OBJECTIVE

This procedure is prepared to ensure that the process of recruitment of new academic staff is carried out efficiently and managed effectively according to the terms of references (Item no. 4)


2. SCOPE

This procedure is implemented by the Employment (Academic) Unit, Management Services Division of IUM for the recruitment of academic staff.

3. DEFINITIONS/ ABBREVIATIONS

Definitions :

- 3.1 **Academic Staff Selection Committee** : The Selection Committee for academic staff comprise of the following :
Rector - Chairman
Deputy Rector (Academic & Industrial Linkages)
One (1) Representative of the Board of Governors
One (1) Representative of the Senate
Respective Deans
Executive Director, MSD
Director of MSD - Secretary
- 3.2 **Instant Minutes** : A set of documents used by the Secretariat to minute decisions during the ASSC Meeting.
- 3.3 **Central Agencies** : Refer to any of the following government agencies i.e. Public Services Department, Ministry of Higher Education and Treasury.


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/MSD/01	PAGE : 3/7

Abbreviations :

- 3.3 SAD : Senior Assistant Director
- 3.4 AA : Administrative Assistant
- 3.5 ASSC : Academic Staff Selection Committee
- 3.6 MSD : Management Services Division
- 3.7 K/C/D/I/O : Kulliyah/Centre/Division/Institute/Office
- 3.8 OIA : Office of International Affairs
- 3.9 MID : Malaysian Immigration Department
- 3.10 DP-11 : *Permohonan Pegawai Dagang*

4. REFERENCES

- 4.1 MSD's General Service/ Services Circulars
- 4.2 IIUM Policies
- 4.3 Relevant Government Circular adopted by IIUM
- 4.4 Guidelines on Immigration matters as published by MID
- 4.5 Academic Staff Selection Committee Regulations 2015

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/MSD/01	PAGE : 4/7

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
K/C/D/I/O	<p>5.1 Stage 1 : Processing applications through iRecruit</p> <p>5.1.1 Receive applications.</p> <p>5.1.2 K/C/D/I/O shortlist the candidates.</p> <p>5.1.3 Submit the list of candidates and their assessment forms with recommendation from the Dean for ASSC consideration.</p>
SAD	<p>5.2 Stage 2 : Consideration of the ASSC</p> <p>5.2.1 Shortlisted candidates will be called for interview at the ASSC Meeting.</p> <p>5.2.2 The candidates will be interviewed based on the following selection criteria:</p> <ul style="list-style-type: none"> i. Academic Ability; ii. Academic Standing in Research & Publications; iii. Working Experience; iv. Personality /Attitude <p>5.2.3 All decisions of the meeting will be initially recorded in instant minutes prepared by the Secretariat.</p>



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 03

REVISION NO. : 00


RECRUITMENT OF NEW ACADEMIC STAFF

EFFECTIVE DATE : 02/01/2019

DOCUMENT NO. : IIUM/MSD/01


PAGE : 5/7

RESPONSIBILITY	DETAILED PROCEDURE
SAD	<p>5.3 Stage 3 : Offer of Appointment</p> <p>5.3.1 Upon getting the approval from the ASSC meeting, offer letters are issued out to all successful candidates.</p> <p>5.3.2 Issue out decline letter to unsuccessful candidates.</p> <p>5.3.3 Submission of all immigration related documents for newly offered International staff to IO.</p>
AA	<p>5.4 Stage 4 : Acceptance of appointment</p> <p>5.4.1 Receive acceptance form from the candidates.</p>
K/C/D/I/O	<p>5.5 Stage 5 : Reporting for duty</p> <p>5.5.1 Receive all relevant documents submitted by the new staff.</p> <p>5.5.2 Generate staff ID number.</p>
AA	<p>5.6 Stage 6 : Updating HURIS</p> <p>5.6.1 Receive notice of appointment from the K/C/D/I/O.</p> <p>5.6.2 Key in details in the HURIS for all new staff who have reported for duty.</p> <p>5.6.3 Check and verify the key-in data</p>
AA	<p>5.7 Stage 7 : File documents</p> <p>5.7.1 Stamp all copy of customer property with “For MSD Purposes Only”.</p> <p>5.7.2 File all relevant documents in the respective files.</p>

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IUM/MSD/01	PAGE : 6/7

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Application Form	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
2.	ASSC Minutes	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
3.	Offer letters	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
4.	Copy of passport (International Staff)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
5.	Copy of DP-11 approval	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
6.	Kelulusan Permohonan Pengwujudan Jawatan Baru	6 years	MSD Filing cabinet	AA
7.	Checklist for newly appointed staff	6 years	MSD Filing cabinet	AA

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
RECRUITMENT OF NEW ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/MSD/01	PAGE : 7/7

7. FLOWCHART

RECRUITMENT OF NEW ACADEMIC STAFF PROCESSES

