
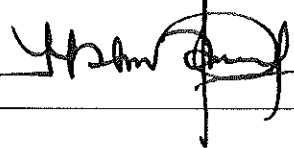

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
RENEWAL OF CONTRACT FOR ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/MSD/02	PAGE : 1/7

RENEWAL OF CONTRACT FOR ACADEMIC STAFF

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Asnili Marniwati bt. 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
RENEWAL OF CONTRACT FOR ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/MSD/02	PAGE : 2/7

1. OBJECTIVE

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

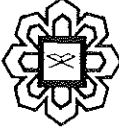
2. SCOPE

This procedure is implemented by the Employment (Academic) Unit, Management Services Division of IIUM for the processing of the renewal of contract of IIUM's 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.


 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
RENEWAL OF CONTRACT FOR ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/MSD/02	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 OIA : Office of International Affairs
- 3.8 DP10 : *Permohonan Pegawai Dagang*
- 3.9 K/C/D/I/O : Kulliyah/Centre/Division/Institute/Office

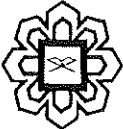
4. REFERENCES

- 4.1 MSD's General / Service Circular
- 4.2 IIUM Policies
- 4.3 Relevant Government Circulars adopted by IIUM
- 4.4 Guidelines on Immigration matters as published by MID.
- 4.5 Academic Staff Selection Committee Regulations 2012


 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 through iRecruit.</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>

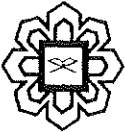
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 00
RENEWAL OF CONTRACT FOR ACADEMIC STAFF	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/MSD/02	PAGE : 5/7

RESPONSIBILITY	DETAILED PROCEDURE
Dean/Director	<p>5.5 Stage 5 : Certification by K/C/D/I/O on staff reported for duty of new contract.</p> <p>5.5.1 Submission of notice of appointment for reporting for duty by the K/C/D/I/O for the new contract.</p>
AA	<p>5.6 Stage 6 : Updating HURIS</p> <p>5.6.1 Receive notice of appointment from K/C/D/I/O.</p> <p>5.6.2 Key in details in the HURIS for all renewed contract staff who have reported for duty.</p> <p>5.6.3 Check and verify the key-in data.</p>
SAD	<p>5.7 Stage 7 : Completion of Contract</p> <p>5.7.1 Send advice letter to the K/C/D/I/O to prepare the payment of gratuity and income tax clearance to staff who has completed their contract.</p>
AA	<p>5.8 Stage 8 : File documents</p> <p>5.8.1 File all relevant documents in the respective files.</p>

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

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	ASSC Minutes	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
2.	Offer of renewal letters	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
3.	Copy of passport (International Staff)	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA
4.	Copy of DP-10 approval	7 years after staff ceased employment	Staff personal file MSD filing cabinet	AA

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

7. FLOWCHART

RENEWAL OF CONTRACT FOR ACADEMIC STAFF

